

حمل الآن

مجاناً وحصرياً

المراجعة رقم (1)

الترم الاول



A day is enough

راجع وتتمكن
في واحد يوم

Lesson 1 Green Technology

1 Choose the correct answer from a, b, c or d.

- Egypt has recently used electric vehicles powered by
a. gas b. fuel c. wind-power d. batteries
- Green technology is sometimes referred to as technology.
a. sustainable b. clean c. both a&b d. digital
- are used to convert sunlight into electricity.
a. Solar panels b. Smart transportation
c. Hydropower d. Wind
- We use to enhance energy efficiency within the transportation sector.
a. smart transportation b. turbines
c. solar panels d. organic materials
- are used to regulate temperatures and operate lights in different ways.
a. Sensors b. Solar energy c. Recycling d. Watertreatment

Answer		Explanation
(1)	batteries	Egypt has used electric vehicles powered by batteries as an alternative to fuel powered cars to protect the environment and rationalize the use of its resources.
(2)	both a&b	Green technology is referred to as sustainable technology or clean technology, as green technology is based on technological tools that help protect the environment.
(3)	Solar panels	Green technology has used solar energy to generate electricity from sunlight through solar panels.
(4)	Smart transportation	Smart transportation is using electric vehicles to improve energy efficiency in the transportation sector.
(5)	Sensors	Sensors are used in numerous tasks, including regulating temperatures, operating the lights various methods and detecting smoke from fires.

2 Put (✓) or (✗) for the following sentences.

1. Wind turbines are used to generate electricity from air movement. (✓)
2. Bioenergy involves using organic materials like soybeans and corn to produce energy. (✓)
3. Industrial buildings are designed and constructed using environmentally friendly materials. (✗)
4.  The idea of sensors in water taps depends only on stopping water automatically. (✗)
5. Organic waste is transformed into nutrient-rich compost to improve soil fertility. (✓)

Answer		Explanation
(1)	✓	Green technology uses wind energy to generate electricity from air movement through wind turbines.
(2)	✓	Green technology uses bioenergy through the use of organic materials like soybeans and corn to generate electricity.
(3)	✗	Green technology is used for the rationalization of energy consumption through using green buildings because they are designed using environmentally friendly materials that save energy, improve ventilation and enhance insulation.
(4)	✗	The concept of body sensors on turning water or electricity turn on/off automatically due to the presence of an object under a tap or lamp.
(5)	✓	Green technology uses waste recycling, such as transforming organic waste into nutrient-rich compost to improve soil fertility.

3 Complete the following sentences.

1. Vehicle emissions has raised carbon dioxide percentage in the atmosphere and intensifying global warming and resulting in
2. The idea of green technology is based on that help protect the environment.
3. are used to generate electricity from the movement of water.
4. Green technology is used for rationalization of energy consumption by using energy
5. Smart efficient irrigation systems like are used for water treatment.



Answer		Explanation
(1)	environmental pollution	The impact of vehicle emissions has raised the percentage of carbon dioxide in the atmosphere. Global warming and resulting in environmental pollution.
(2)	technological tools	Green technology is based on technological tools that help protect the environment and rationalize the use of its resources.
(3)	Dams	Green technology uses hydropower from dams to generate electricity from water movement.
(4)	electrical appliances	Green technology is used in rationalizing energy consumption by using energy - saving electrical appliances and high-efficiency computers.
(5)	drip irrigation	Green technology is used for water treatment through using smart efficient irrigation systems like drip irrigation.

Lesson 2 Digital transformation and its importance in our daily lives

1 Choose the correct answer from a, b, c or d.

- is the combination of digital technology into all aspects of business to enhance workflow efficiency.
a. Green technology b. Performance tasks
c. Digital transformation d. Industrial
- Digital transformation is essential for institutions and companies following except
a. enhance efficiency and productivity
b. creating new employment opportunities
c. wasting energy
d. enhance the quality of services
- Digital transformation is a national project that moves Egypt to deal through a/an environment that links all government agencies to each other.
a. information b. technical c. industrial d. vegetative
- You can use electronic payment applications through the application.
a. INSTAPAY b. Google Meet c. WhatsApp d. Email

5. are video calls and online conferencing applications.

a. Google Meet

b. Word

c. Zoom

d. Both a & c

Answer		Explanation
(1)	Digital transformation	The combination of digital technology into all aspects of businesses to enhance workflow efficiency and innovate products and services.
(2)	wasting energy of	Digital transformation is crucial for institutions and companies for various reasons including increasing efficiency and production, raising the level of services and products provided to customers, increasing sales and revenues , innovation and creativity, maintaining competitiveness , improving decision - making , reducing the use of energy and resources and creating new job opportunities.
(3)	information	Digital transformation is a national project that moves Egypt to deal through an information environment that links all government agencies to each other .
(4)	INSTAPAY	INSTAPAY is an electronic payment application . It enables the sending and receiving and money through a bank account or electronic wallet and provides many services such as paying bills.
(5)	Both a & c	Zoom and Google Meet are collaboration and communication tools. They are video conferencing applications that enables face-to-face communication with others.

2 Put (✓) or (x) for the following sentences.

- Digital transformation provides various services and products to citizens in an easier and faster way. (✓)
- Digital Egypt Platform is a type of electronic payment method that is licensed and approved by the Central Bank of Egypt. (x)
- Enhancing the efficiency of resource use is a common axe between green technology and digital transformation. (✓)
- In order to access any digital services or products , an email address is required. (✓)



5. INSTAPAY electronic payment system serves as a government electronic gateway offering a variety of online services.

(x)

Answer	Explanation
(1) ✓	Digital transformation enables citizens to access all their services through the internet and mobile applications, so that various services and products are provided to citizens in an easier and faster way.
(2) ✗	INSTAPAY is an electronic payment method which is licensed and approved by the Central Bank of Egypt.
(3) ✓	Enhancing the efficiency of resource use, reducing harmful emissions and supporting sustainability are common axes between green technology and digital transformation.
(4) ✓	To obtain any of the services or digital products, you must have an email.
(5) ✗	The "Digital Egypt" platform is a government electronic portal that provides many electronic services to citizens, such as paying electricity and water bills and the application can be downloaded and used on a mobile device.

3 Complete the following sentences.

- The tools of digital transformation include, and
- Digital transformation can assist you in improving decision making by providing and
- Digital transformation allows citizens to access all their services through and
- Instapay allows for sending and receiving money via and
- and are examples of the integration of green technology and digital transformation applications.

	Answer	Explanation
(1)	collaborative and communicative tools, e-learning resources and cloud computing technologies	Digital transformation tools are such as, tools for managing workflows, electronic payment methods, collaborative and communicative tools, e-learning resources, artificial intelligence and machine learning technologies, cloud computing technologies, and cybersecurity solutions.
(2)	data, information-analysis in a timely manner	Digital transformation can assist you in improving decision - making by providing data, information and analysis in a timely manner.
(3)	The internet and mobile applications	Digital transformation allows citizens to access all their services through the internet and mobile applications , so that various services and products are provided to citizens in an easier and faster way.
(4)	a bank account and electronic wallet	Instapay allows for sending and receiving money via a bank account or electronic wallet and provides many services such as paying bills.
(5)	Smart buildings and smart energy grids	Smart buildings , smart energy grids and precision farming are examples of the integration of green technology and digital transformation applications.

Lesson 3 **Operating Systems**

1 Choose the correct answer from a, b, c or d.

- is responsible for managing hardware components and running all other software.
a. Antivirus b. **Operating system** c. Word Processing d. Painter
- The operating system runs all software and accomplishes tasks in a/an way.
a. difficult b. **easy** c. slow d. complex
- Personal computers (PCs) use operating systems such as
a. Microsoft Windows b. macOS c. **both a & b** d. Xbox
- Smartphones rely on the iOS operating system from
a. Google b. **Apple** c. Linux d. macOS



5. use operating systems like Linux and Microsoft Windows Server.

- a. Game consoles b. Servers c. Mobile devices d. Google

Answer		Explanation
(1)	Operating system	The operating system is responsible for managing the hardware components, running all software and helping the user accomplish their various tasks on the computer easily and smoothly.
(2)	easy	The operating system is responsible for running all software and helping the user accomplish their tasks easily and smoothly.
(3)	both a & b	Desktop and laptop computers use operating systems like Microsoft Windows, macOS, and different distributions of Linux.
(4)	Apple	Smartphones and tablets rely on operating systems like Apple's iOS and Google's Android operating system.
(5)	Servers	Servers use operating systems like Linux operating system with its diverse distributions, Microsoft Windows Server operating system and specialized server operating systems are used to manage network resources and deliver a range of services.

2 Put (✓) or (x) for the following sentences.

1. Smart TVs operate on various operating systems such as Android TV, Tizen, and webOS. (✓)
2. Gaming consoles like Xbox feature exclusive operating systems tailored for gaming applications. (✓)
3. Using wearable devices like smartwatches and fitness trackers doesn't require an operating system. (x)
4. Routers and switches use operating systems for network management. (✓)
5. Modern cars and vehicles have embedded systems. (x)

Answer		Explanation
(1)	✓	Smart TVs operate on operating systems like Android TV, Tizen, webOS and others to offer smart advantages such as streaming services, applications, and internet connectivity.
(2)	✓	Gaming consoles like the Nintendo Switch, Xbox, and PlayStation feature exclusive operating systems tailored for gaming applications and multimedia purposes.
(3)	✗	Using wearable devices like smartwatches and fitness trackers require operating systems tailored to their distinct functions and needs.
(4)	✓	Routers, Switches, and other network equipment use operating systems to manage the network, settings, and security advantages of the network.
(5)	✗	Modern Cars and vehicles use automotive systems.

3 Complete the following sentences.

1. are electronic devices that enable customers to pay for products from their bank accounts instead of using cash.
2. control and monitor the progress of industrial processes and provide a safe environment for health and operational safety.
3. includes a set of symbols called Icons.
4. The background is or that the user selects.
5. contain icons that symbolize software installed on the operating system.

Answer		Explanation
(1)	Point of sale terminals (POS)	Point of sale terminals are electronic devices that enable customers to pay for purchased products by deducting the price from their bank account instead of using cash.
(2)	Industrial control systems (ICS)	Industrial control systems control and monitor the progress of industrial process, provide a safe environment for health and operational safety, and are used in most industrial sectors such as energy....
(3)	Desktop	The operating system startup screen (desktop) includes a set of symbols called Icons.
(4)	image or color	Background is an image or color that the user selects.
(5)	Bars	Bars contain icons that symbolize software installed on the operating system and other icons to adjust some system settings such as date, time, sound settings and network.



Lesson 4 Installation and removal of software and digital peripherals

1 Choose the correct answer from a, b, c or d.

- When you download a program from the Internet, the program is in the form of a
a. digital platform b. file c. images d. spreadsheet
- If you download a compressed file, you must first the file to interact with it.
a. Extract (unzip) b. install c. download d. save
- Uninstalling a program means you all the files associated with the program to be removed.
a. compress b. save c. delete d. install
- Removing unused programs saves disk and speeds up and eases the use of the device.
a. storage space b. programs c. control panel d. files
- When the operating system automatically detects a new attached device, it
a. deletes the appropriate driver for the attached device
b. installs the appropriate device driver for the attached device
c. shuts down the computer
d. restarts the computer

Answer		Explanation
(1)	file	If you downloaded the program from the Internet, the program is in the form of a file and this file is used to install the program, but if the program comes on a CD or DVD, we use this CD to install the program.
(2)	Extract (unzip)	The download file may be compressed, so you need to unzip it before accessing the file and selecting the SETUP. EXE icon.
(3)	delete	Uninstalling a program means that you delete all the files of the program that you want to remove from your computer.
(4)	storage space	Removing unused programs saves disk storage space and speeds up and eases the use of the device.
(5)	installs the appropriate device driver for the attached device	When the operating system automatically detects a new attached device, it installs the appropriate device driver for the attached device.

2 Put (✓) or (x) for the following sentences.

1. The Setup program automatically deletes device driver files. (x)
2. Many programs come with their own removal or uninstallation command. (✓)
3. When you connect a new peripheral device with the Plug and Play feature, the operating system shuts down the computer. (x)
4. Operating systems don't support devices connected to the computer. (x)
5. To install a local printer that supports Plug and Play, connect it to a USB port, and the Plug and Play feature will automatically initiate the installation. (✓)

Answer		Explanation
(1)	x	The setup program automatically copies the driver files and the setup information file ".inf" into a dedicated folder.
(2)	✓	The program itself removes or uninstalls programs because many programs come with a dedicated removal or uninstallation command.
(3)	x	When you connect a new peripheral device with the Plug and Play feature, the operating system automatically installs the correct and appropriate device driver for the new peripheral device.
(4)	x	Operating systems support many peripheral connected to the computer, such as printers and webcams.
(5)	✓	To install a local printer (i.e., directly connected to the computer) that supports Plug and Play, connect it to a USB port, and the Plug and Play feature will automatically install it.

3 Complete the following sentences.

1. You can use to assist the operating system in uninstalling a program
2. Modern printers use the port, while older ones use the port.
3. The final step in printer setup is
4. Modern operating systems include a list of for a variety of peripheral devices.
5. If the printer driver package includes a setup program, run the setup program and through it, you can identify the printer within



Answer		Explanation
(1)	the control panel	Through the Control Panel, the operating system helps you remove or uninstall the program.
(2)	USB - LPT1	Most older printers that connect to a parallel port the correct choice is the LPT1 port, while modern printers use the USB port.
(3)	giving the printer a name	The last step in the printer setup process is to give the printer a name. The default name usually includes the manufacturer and model of the printer; you can change this value to a more descriptive name now or later.
(4)	device drivers	Modern operating systems include a list of device drivers for a variety of peripheral devices.
(5)	the operating system	If the printer driver package includes a setup program, run the setup program and through it you can identify the printer within the operating system.

Lesson 5

Email

1 Choose the correct answer from a, b, c or d.

- "....." is a digital communication system used to send and receive messages between users over the Internet.
a. Text messages b. Email c. User name d. Spam messages
- is a unique and distinctive name that is not reserved by anyone else and is located at the beginning of the email address.
a. User name b. Domain name c. Virus d. Gmail
- The domain name is the name of the that store your email messages.
a. User name b. Gmail c. email server d. @ symbol
- 📖 Through email, you can
a. delete files b. use cloud computing applications
c. install programs d. print files
- Email offers a variety of products online.
a. manual b. digital c. written d. high-cost

Answer		Explanation
(1)	Email	Email is a digital communication system used to send and receive messages between users over the Internet.
(2)	User name	User name is the part that is located at the beginning of the email address, and its is a name that the user chooses and specifies because it is a unique and distinctive name that is not reserved by anyone else.
(3)	email server	Domain name is the name of the email server that hosts the email account and is a place to store your email messages.
(4)	use cloud computing applications	Email is one of the cloud computing tools through it we can use cloud computing applications.
(5)	digital	Registration is done using email on the websites of service providers and digital products online.

2 Put (✓) or (x) for the following sentences.

- Email is one of the most common direct communication methods in the world. (x)
- The # symbol separates the username from the email server name. (x)
- Drawbacks of using email include hacking, spam messages, and fraud. (✓)
- Google provides various online services, including email services. (✓)
- To access Google services, a Google account must be created. (✓)

Answer		Explanation
(1)	x	Email is one of the most common communication methods in the world and one of the indirect communication tools.
(2)	x	The @ symbol separates the username from the email server name (domain name) used.
(3)	✓	Drawbacks of using email include hacking, spam messages, fraud, viruses, and privacy issues, as email messages are not always completely secure.
(4)	✓	Google provides various online services, including email services.
(5)	✓	To access Google services, a Google Account must be created. It consists of a username and a password.

**3 Complete the following sentences.**

1. There are many free email providers available such as and
2. is used to share texts, files, images and other information.
3. A Google Account enables you to use other Google features and services such as , , and
4. When creating a Google account, it must include a that it's difficult to guess.
5. To sign out of your Gmail account, click the icon.

	Answer	Explanation
(1)	Gmail - Yahoo E-mail	There are many free email providers available such as Gmail, Yahoo E-mail, Hotmail and Outlook.
(2)	Email	Email is used to share texts, files, images and other information.
(3)	Google Meet - Google Docs - Google Drive - YouTube	A Google Account enables you to use other Google features and services such as Google Meet, Google Docs, Google Drive and YouTube.
(4)	password	When creating a Google account, it must include a user name and a password that it's difficult to guess.
(5)	Sign out	To sign out of your Gmail account, click on your profile picture icon and then choose "Sign out".

Lesson 6 Cloud Computing**1 Choose the correct answer from a, b, c or d.**

1. The computer storage service is
 - a. storing files and folders locally on the computer
 - b. storing files and folders over the Internet
 - c. deleting and exchanging files
 - d. Google classroom
2. All the following are the benefits of cloud computing except for
 - a. ease of access
 - b. availability of service
 - c. reducing material costs
 - d. downloading files without the internet

- Applications like are used to store, share, and access files at anytime and anywhere.
 - Google Drive
 - One Drive
 - Paint
 - both a & b
- To produce projects in cloud computing, we use
 - Word processing programs
 - Spreadsheets
 - both a & b
 - Paint
- Cloud computing in education allows us to access educational materials and interact with teachers and students through
 - E-learning platforms
 - Video games
 - Spreadsheets
 - Video streaming services

Answer		Explanation
(1)	storing files and folders over the Internet	Cloud storage service or computer storage is storing files and folders over the Internet.
(2)	downloading files without the internet	Cloud computing has many benefits such as ease of access, availability of the service, reducing material costs and sharing digital resources with others.
(3)	both a & b	File storage services are one of computer storage services. We use services such as Google Drive and One Drive to store, share, and access files at anytime and any where.
(4)	both a & b	Producing projects by using Word processing programs such as Google Docs and spreadsheets such as Google Sheets is one of the usages of cloud computing.
(5)	E-learning platforms	We use cloud computing in education through E-learning platforms. We use E-learning platforms to access educational materials and interact with teachers and students such as the Ministry of Education Platform.

2 Put (✓) or (x) for the following sentences.

1. Microsoft Word is used to work on projects and assignments with others. (x)
2. Data processing and storage in cloud computing depend on a weak infrastructure. (x)



3. We communicate with others and share content on social media platforms such as Gmail and Outlook. (x)
4. Cloud computing services can be obtained without the need to own a computer with high specifications. (✓)
5. Cloud computing is used in online banking to transfer money and pay bills. (✓)

Answer		Explanation
(1)	x	We use cloud collaboration tools such as Google Classroom and Microsoft Teams to work on projects and assignments with others.
(2)	x	Data processing and storage in cloud computing depend on a huge infrastructure that includes data collection, transfer, processing, storage, management, and access.
(3)	x	Cloud computing applications, such as social media networks, are used to communicate with others and share content on social media platforms like Facebook, Twitter, and Instagram.
(4)	✓	One of the cloud computing benefits is that cloud computing services can be obtained without the need to own a computer or mobile phone with high specifications, whether as hardware or software components.
(5)	✓	Cloud computing can be used in online banking such as paying bills and transferring money.

3 Complete the following sentences.

1. We use messaging applications such as and to communicate and share files and photos.
2. are used to protect our data from loss in case of any damage happens to our devices.
3. There are some requirements to obtain cloud computing services such as or
4. The most famous cloud computing service providers are and
5. is a model for providing digital services over the Internet.

Answer		Explanation
(1)	WhatsApp/Telegram	Cloud computing applications such as messaging applications like WhatsApp and Telegram are used for communicating and sharing files and photos.
(2)	Cloud backup services	We use cloud backup services which are considered computer storage, to protect our data from loss in case of any damage happens to our devices.
(3)	a computer or mobile phone	The requirements to obtain cloud computing services are a computer or mobile phone, an internet browser or application, an internet connection and creating an account with one of the computing service providers.
(4)	Amazon - Microsoft Azure	Amazon Web Services, Microsoft Azure and Google Cloud Platform are the most famous cloud computing service providers.
(5)	Cloud computing	Cloud computing is a model for providing digital services over the Internet.

Lesson 7 Google Meet and Project Management

1 Choose the correct answer from a, b, c or d.

- is a video conferencing service developed by Google that enables users to conduct group video calls, share screens and collaborate.
a. Google Meet b. Google Account c. Google play d. YouTube
- To express your opinion in an organized manner during a Google Meet session, you can click on the
a. meeting link b. hand icon
c. speak at any time d. exit before the meeting ends
- You can share your entire screen or a specific window with participants at the bottom of the page by clicking on the icon.
a. In call messages b. Stop Sharing c. Messages d. Share Screen 
- Google Meet is a method of communication.
a. indirect b. direct c. slow d. difficult
- You can start an instant meeting in Google Meet through all of the following except
a. clicking the "New Meeting" button b. clicking "Start an instant meeting"
c. clicking "Copy"  d. clicking "Sign out"



Answer		Explanation
(1)	Google Meet	Google Meet is a video conferencing service developed by Google that enables users to conduct group video calls, share screens, chat, collaborate in real time, and work together on joint projects among students.
(2)	hand icon	Pressing hand icon helps organize sessions, talk and intervene in an organized and smooth manner.
(3)	Share screen	You can share your entire screen with participants or a specific window at the bottom of the page, click on  the "Share screen" icon now.
(4)	direct	Google Meet is a method of direct communication between users to make video calls and online conferences to exchange data, information and ideas as you can use them to communicate with others face to face.
(5)	Clicking Sign out	Your can start an instant meeting in "Google Meet" by : Going to the main page of the "Google Meet" application and follow these steps : 1. Click on the "New meeting" button. 2. Click on Start an instant meeting. 3. Click on the "Copy" icon,  to share the meeting link.

2 Put (✓) or (x) for the following sentences.

1. To express your opinion in an organized manner during a Google Meet session, you can speak at any time. (x)
2. You can access the Google Meet application on Android devices through Gmail. (x)
3. During a Google Meet session, whether you're the organizer or the invitee, you can use various options and features. (✓)
4. While one participant is speaking, the rest of the participants must listen, and turn off the microphone. (✓)
5. Google Meet is a service that only provides audio. (x)

Answer		Explanation
(1)	x	To express your opinion in an organized manner during a Google Meet session, you can send a message.

(2)	x	You can access the Google Meet application on Android devices by downloading it through the Google Play Store.
(3)	✓	During a Google Meet session, whether you're the organizer or the invitee, you can use various options and features that help maintain an organized and enjoyable meeting environment.
(4)	✓	One of the rules that you should follow during the meeting is when one participant is speaking, the rest must listen, and turn off the microphone.
(5)	x	Google Meet is a video conferencing service that you can use to communicate with others face to face.

3 Complete the following sentences.

1. To access Google Meet services, you must have a
2. To help organize sessions, talk and intervene in an organized and smooth manner, you should
3. Send the meeting link to the participants via one of the communication tools or
4. If you are invited to a meet through a link, you should not sent the to someone else, and you must ask the meeting owner's permission.
5. To create a meeting for next week through Google Meet, we click on

	Answer	Explanation
(1)	Google Account	In order to access the "Google Meet" service, you must have a "Google Account"
(2)	listen to the speaker	You should listen to the speaker in order to help in organizing the sessions, talk and intervene in an organized and smooth manner.
(3)	Email - WhatsApp	You should use email or WhatsApp when you send the meeting link to the participants.
(4)	meeting link	You should not send the meeting link to someone else, and you must ask the meeting owner's permission.
(5)	create meeting for a later time	When you create a meeting for next week through "Google Meeting", you should click on "Create a meeting for a later time"



Lesson 8 Database Design

1 Choose the correct answer from a, b, c or d.

- are a collection of data and information organized and linked to each other.
a. Charts
b. Software services
c. **Databases**
d. Collaboration tools
- All the following are the usages of databases except for
a. saving students' information
b. saving medical records
c. tracking inventory in stores
d. **writing text documents**
- is a term that refers to extremely large and diverse sets of structured and unstructured data.
a. Data table
b. **Big Data**
c. Database
d. Word processing
- is used to create Data Table.
a. Word
b. Excel
c. Google Meet
d. **Both a & b**
- is used to create custom applications to manage data and if you have a large quantity of complex data.
a. Word
b. Excel
c. **Access**
d. Paint

Answer		Explanation
(1)	Databases	Databases are a collection of data and information organized and linked. Databases store data and information.
(2)	writing text document	Databases are used in saving students information, saving medical records in hospitals and in tracking inventory in stores.
(3)	Big Data	The term Big Data refers to very large and diverse sets of structured, unstructured and semi-structured data that continue to grow significantly over time .
(4)	Both a & b	With "Word" and "Excel" , you can create a Data Table.
(5)	Access	Microsoft Access is used when you * have a large amount of complex data. * need to create relations between data * want to create custom applications to manage data. * need higher data security.

2 Put (✓) or (x) for the following sentences.

1.  A Data Table is a non-essential element in building databases. (x)
2. Word is used to arrange and sort students' grades and perform simple calculations. (x)
3. "Table Design" is used to write the names of the table fields and specify their data type. (✓)
4. We use "Datasheet View" of the table to enter and view the table data. (✓)
5. Choose "Table Design" to display the data view window. (x)

Answer		Explanation
(1)	x	A Data Table is an essential element in building databases and the only source of data within the database.
(2)	x	Excel is used to arrange and sort students' grades and perform simple calculations
(3)	✓	You can create a "Table" in Access through "Table Design" to write the names of the table fields and specify their data type.
(4)	✓	"Datasheet View" is one of the steps in creating "Table" in Access to enter and view data in the table.
(5)	x	To display the Data View window, choose "Datasheet View".

3 Complete the following sentences.

1. is one of the applications used to create databases and build a complex structure for data and its management.
2. A consists of rows and columns.
3. The advantages of using databases include, and
4. Databases are used in and
5. is a field in a database table that is used to uniquely identify each record in that table.

Answer		Explanation
(1)	Microsoft Access	It is one of the applications used to create databases . It builds a real database, where you can build a complex structure for data and manage it more efficiently.



(2)	Data Table	A Data Table consists of rows and columns, where each row represents a single record of data, and each column represents a specific field of data.
(3)	organization, efficiency, and accuracy	Organization , efficiency , accuracy , security and sharing are advantages of using databases.
(4)	websites-data analysis	Databases are used in websites , data analysis , scientific research and business applications.
(5)	Primary key	It is a field in a database table that is used to uniquely identify each record in that table, and the primary key value is never repeated within the same table.

Lesson 9 Forms & Queries

1 Choose the correct answer from a, b, c or d.

- A form is a graphical interface designed specifically to interact with data stored in the
a. information b. database c. books d. queries
- Click on the " " icon to display the data of the last record.
a. Last record b. Next record
c. First record d. Layout View
- Data can be entered through the spreadsheet or through
a. student grades b. queries
c. form d. information
- Examples of queries include creating a query to display data from a student's record or
a. database
b. tools to obtain data
c. query design
d. a list of students who scored the highest grades in the subject
- The in a query helps you identify specific items in an Access database.
a. results b. Design View
c. criteria d. show

Answer		Explanation
(1)	database	A form is a graphical interface designed specifically to interact with data stored in the database.
(2)	Last record	Click on the "Last record" icon to display the data of the last record.
(3)	form	Data can be entered through the spreadsheet or through form.
(4)	a list of students who scored the highest grades in the subject	Examples of queries include creating a query to display data from a student's, record or a list of students who scored the highest grades in the subject.
(5)	criteria	The criteria in a query helps you identify specific items in an Access database.

2 Put (✓) or (✗) for the following sentences.

1. A form is a graphical interface designed to interact with data stored in the database. (✓)
2. Access provides several methods that allow you to create a query. (✓)
3. We use the query design view (Query Design) to display query results. (✗)
4. When you add a field using drag and drop in the design grid, Access automatically fills the Table row in the design grid with the name of the table used "Student Grades" to indicate the data source for that field. (✓)
5. When you remove the ✓ sign from the computer score columns in the Show row in the design grid, this means that these field will appear when executing the query. (✗)

Answer		Explanation
(1)	✓	It is a screen that displays specific information from the database and allows the user to enter, modify or delete this information in an organized and convenient way.
(2)	✓	It is a program that provides many ways to create a query.



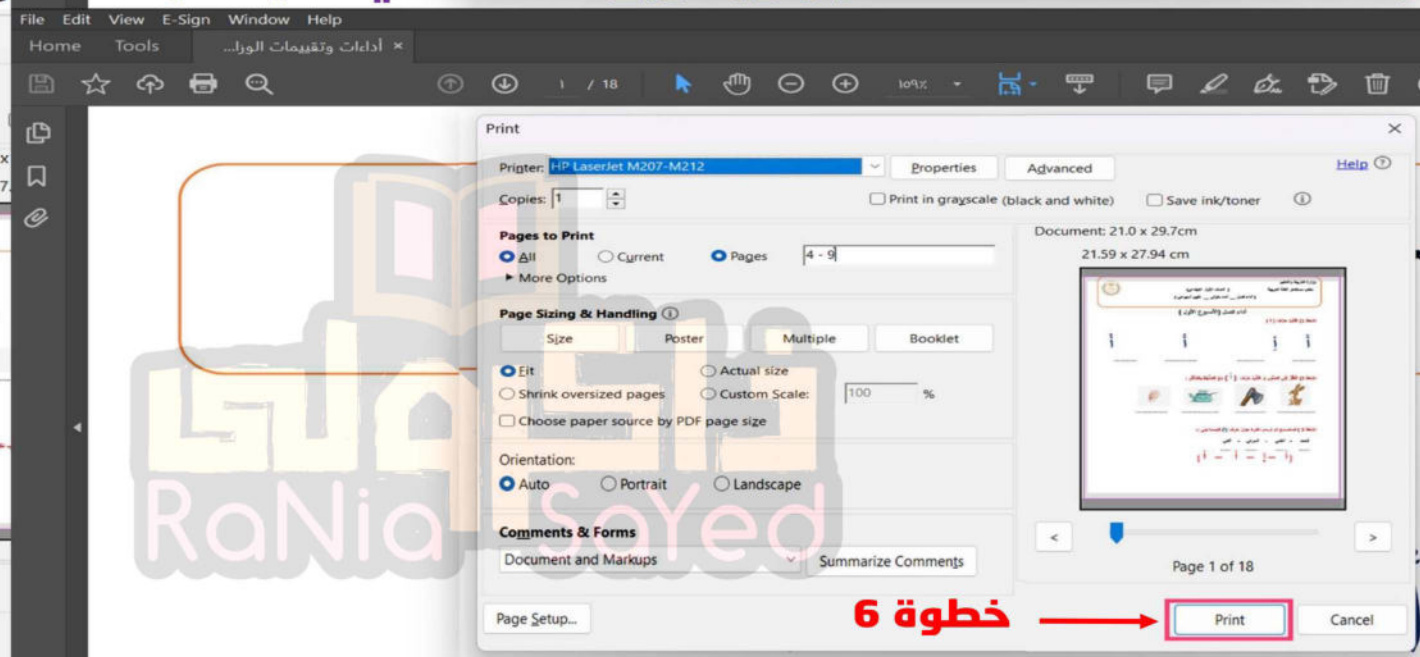
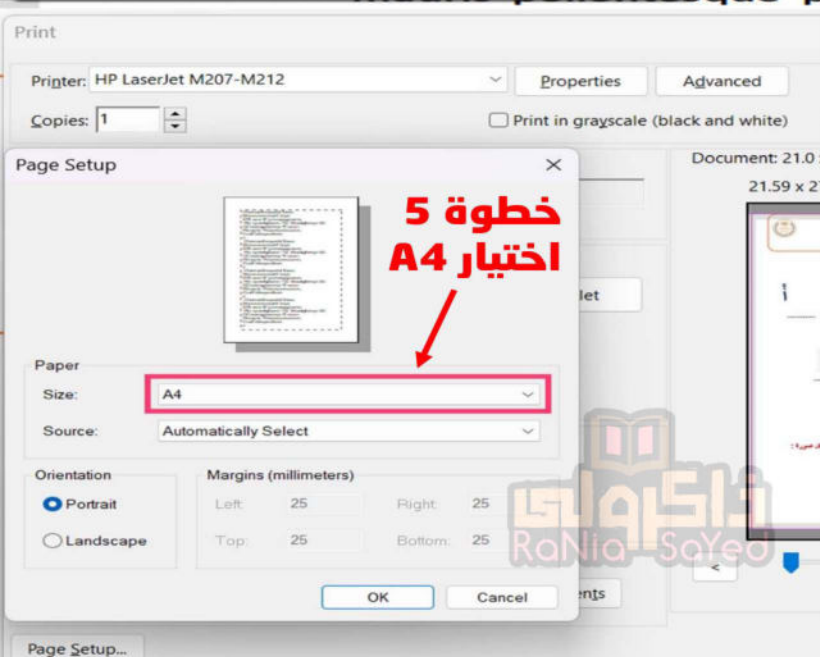
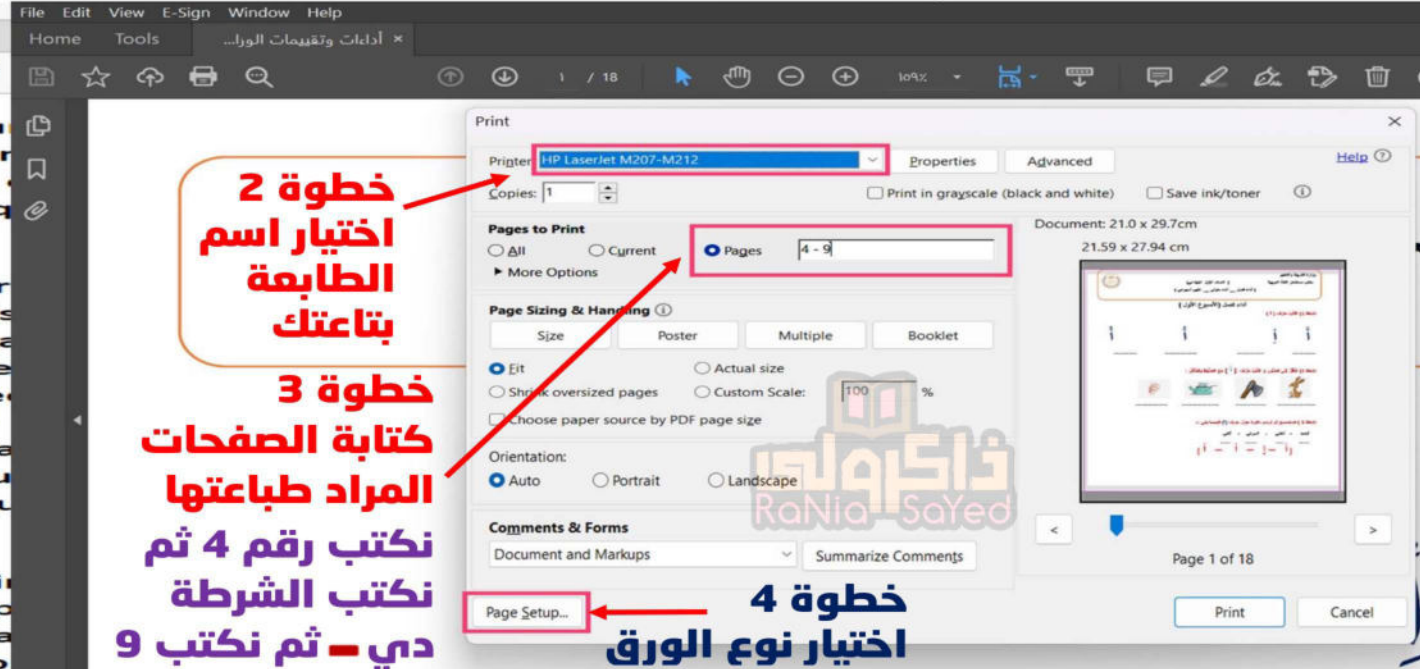
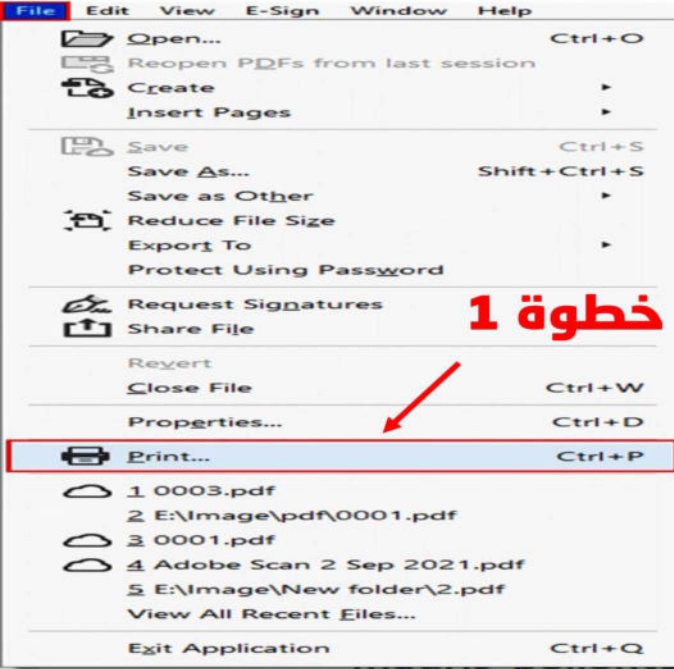
(3)	x	To create a new query.
(4)	✓	When you add a field using drag and drop in the design grid , Access automatically fills the Table row in the design grid with the name of the table used "Students Grades" to clarify the data source for that field.
(5)	x	It means not appearing the field when executing the query .

3 Complete the following sentences.

1. The "Design View" window is divided into parts.
2. You can create a new form through
3. The form allows the user to , or the information in an organized way.
4. The in query helps you to identify specific items in an Access data base.
5. Queries are tools used to obtain from the database according to specific criteria or conditions.

Answer		Explanation
(1)	two	The "Design View" window is divided into two parts, the upper part contains the data source table and the lower part is the query design grid.
(2)	The Form Wizard	A new form can be created using the Form Wizard.
(3)	modify, enter delete	The form is a screen that displays specific information from the database and allows the use to enter, modify or delete this information in an organized way.
(4)	criteria	The criteria in a query helps you to identify specific items in an Access database.
(5)	data	Queries are tools used to obtain data from the database according to "specific criteria or conditions ", and through the query, information can be obtained from the database based on the data stored in the database.

كيفية طباعة صفحات معينة من ملف معين مثلا ازاي نطبع الصفحات من صفحة 4 الى صفحة 9



حمل الآن

مجاناً وحصرياً

المراجعة رقم (2)

الترم الاول



Summary 1

Final Revision

Lesson 1 Green Technology

Definitions:

» **Green Technology:** Also known as **sustainable technology** or **clean technology**

- It is based on technological tools that protect the environment and optimize the use of its resources.



Key Points:

» **Electric Vehicles in Egypt:**

- **Aim:** Reduce harmful emissions and fuel consumption.
- **Operation:** Use batteries and charging stations.



» **Fields of Green Technology:**

1 Renewable Energy:

- **Solar Energy:** generate electricity from sunlight via solar panels.
- **Wind Power:** generate electricity from wind via turbines.
- **Hydropower:** generate electricity from water movement via dams.
- **Geothermal Energy:** generate electricity from Earth's internal heat.
- **Bioenergy:** generate energy from organic materials like soybeans and corn.

2 Energy Consumption Rationalization:

- **Green Building:** uses eco-friendly, energy-efficient materials, improved ventilation, and insulation.
- **Energy-efficient Appliances:** high-efficiency computers and devices
- **Smart Transportation:** using electric vehicles to enhance energy efficiency.

3 Waste Recycling:

- Material Recycling: paper, plastic, and metals into new products
- Transforming Organic Waste: into compost to enhance soil fertility
- Waste Reduction: by reusing and repairing products

4 Water Treatment:

- Purification: making contaminated to be reused or drunk
- Efficient Irrigation: smart systems like drip irrigation
- Water-saving Devices: repairing water leaks

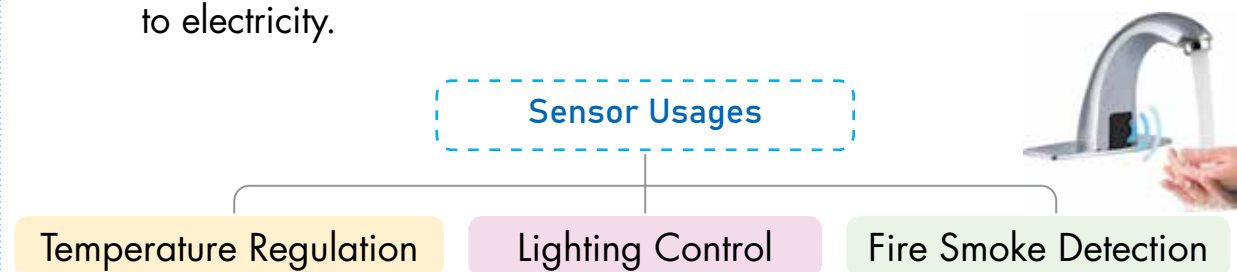
» Benefits of Green Technology:

1 Environmental Preservation:

- Reduces carbon dioxide emissions and global warming.
- Promotes alternatives like electric cars to lower pollution.

2 Resource Conservation:

- Water and Electricity Optimization:
 - **Body Sensors:** control water flow and optimize electricity usage.
 - **Solar Energy:** photovoltaic panels convert solar energy to electricity.



Lesson 2 Digital Transformation and Its Importance in Our Daily Lives

Definitions:

- » **Digital Transformation:** the combination of digital technology into all business aspects to enhance work-flow efficiency, lower costs, and innovate products and services.

Key Points:

» Importance of Digital Transformation:

- 1 Enhancing efficiency and productivity
- 2 Quality enhancement
- 3 Enhancing sales and revenue
- 4 Enhancing innovation and creativity
- 5 Sustaining competitiveness
- 6 Enhancing decision-making
- 7 Minimizing energy and resource consumption
- 8 Creating new employment opportunities-

» **Digital transformation:** is a national project that links all government agencies through an information environment, and citizens can obtain all their services through the internet.

» Tools Used in Digital Transformation:

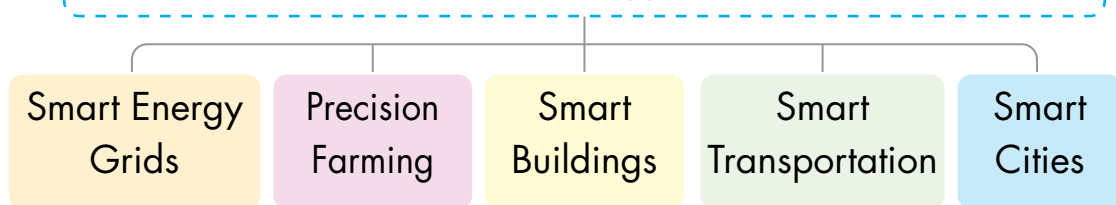
- **Work-flow Management Tools:** enhance efficiency of repetitive tasks (e.g., "Digital Egypt" platform).
 - **Electronic Payment Methods:** convenient, fast, and secure payment options (e.g., electronic payment cards, INSTAPAY application)
 - **Collaboration and Communication Tools:** enables face-to-face communication with others (e.g., video conferencing apps like Zoom & Google Meet).
 - E-learning resources
 - AI and machine learning
 - Cloud computing
 - Cybersecurity solutions
- **Note:** an email address is required to access any digital services or products.



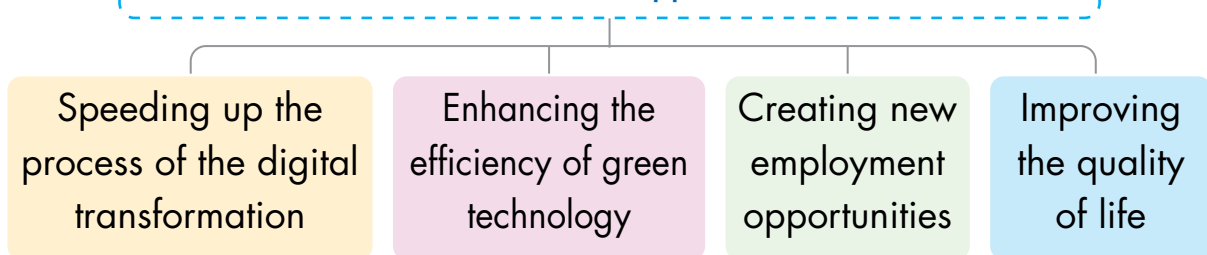
» Green technology and digital transformation are closely related and contribute to achieving common goals, such as:

- 1 Enhancing resource utilization efficiency
- 2 Reducing harmful emissions
- 3 Supporting sustainability

Examples of integration between green technology and digital transformation applications:



Benefits of Integration between green technology and digital transformation applications:



Lesson 3 Operating Systems

Definitions:

» **Operating System (OS):** an interface between the user, hardware, and software. It manages hardware components, runs software, and helps users accomplish tasks smoothly.

Key Points:

- 1 **Personal Computers (PCs):**
 - **Operating Systems:** Microsoft Windows, macOS, Linux distributions



2 Mobile Devices:

- **Operating Systems:** Apple's iOS, Google's Android, alternative mobile OS



3 Servers:

- **Operating Systems:** Linux distributions, Microsoft Windows Server, specialized server OS

4 Gaming Consoles:

- **Operating Systems:** Exclusive OS for Play-station, Xbox, Nintendo Switch

5 Smart TVs:

- **Operating Systems:** Android TV, Tizen, webOS, others

6 Wearable Devices:

- **Operating Systems:** Tailored OS for smart-watches, fitness trackers



7 Network Devices:

- **Operating Systems:** Used in routers, switches for network management and security

8 Automotive Systems:

- **Operating Systems:** Used in modern cars and vehicles to control various functions such as infotainment, navigation.



9 Embedded Systems:

- **Operating Systems:** Used in Automated Teller Machine (ATM) and Point of Sale Terminal.



10 Industrial Control Systems (ICS):

- **Functions:** Control and monitor industrial processes, increase productivity, improve product quality, and ensure health and operational safety.
- **Applications:** Used in sectors like energy, transportation, food production, petrochemicals, electronics, and medical industries.

» OS Startup Screen (Desktop):

- **Icons:** Symbols representing software and system settings, arranged over a background image or color.
- **Bars:** Contain icons for installed software and system settings (e.g., date, time, sound, network).
- **Note:** The startup screen varies for different operating systems and versions.

Lesson 4 Installation and Removal of Software and Digital Peripherals

1 From a CD or DVD:

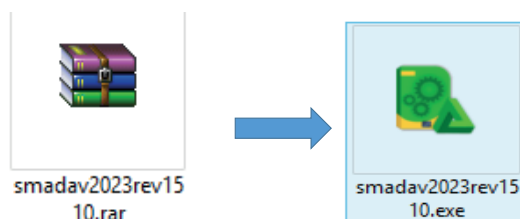
- Insert the disc into the drive.
- Click Run SETUP.EXE.
- AutoPlay dialog box appears.
- Follow instructions.

2 From an Internet-Downloaded File:

- Access the downloaded file via “This PC” icon.
- Double-click the file to start the installer.
- If compressed, unzip before accessing SETUP.EXE.

3 From a Compressed File:

- Extract the compressed files.
- Double-click the installation file.
- Follow the software’s installation instructions.



» Removing or Uninstalling Software:

- **Uninstalling program:** Delete all program files from your device.
- Removing unused programs saves disk space and improves device performance.

1. Program has its own Uninstallation Command.

2. Using Control Panel:

- (A) Access Control Panel. (B) Click "Uninstall a program".
(C) Select the program and click Uninstall.

»» Setting Up and Configuring Hardware:

– Plug and Play Device Installation

- 1 OS Includes the Driver: OS Installs the driver automatically.
- 2 OS Does Not Include a Driver: OS runs a wizard program to find the driver.

»» Installing a Printer:

1 Local Printer (Plug and Play): installed automatically.

2 Non-Plug and Play Printer:

Control Panel → Hardware and Sound → Devices and Printers. → Click "Add a printer".

→ Select "Add a local printer or network printer.

→ Choose the correct port (**LPT1** for older, **USB** for modern printers).

- If you don't find the driver you need: Click Have Disk.
- Click Windows Update to update the list of printers.
- Give a name to the printer.
- Print a test page to ensure proper installation.

Lesson 5 Electronic Mail (Email)

Definitions:

»» **Email:** a digital communication system used to send and receive messages over the Internet. It is an indirect communication tool, a cloud computing tool used to share texts, files, images, and other information.



Key Points:

» Components of an Email Address:

- 1 User name
- 2 @ Symbol
- 3 Domain name

» Advantages of Using Email:

- Speed
- Ease
- Free cost in most cases.
- Diversity
- Reliability
- Digital services



» Drawbacks of Using Email:

- Hacking
- Spam
- Fraud
- Viruses
- Privacy

» Providers of Email Services:

- Gmail
- Yahoo email
- Hotmail/Outlook

» Creating an Email on Google:

- You need Google Account to access Gmail and other Google services such as: Google Meet, Google Docs, Google Drive, YouTube.

» Sign Out of Gmail:

- Click and choose 'Sign out'

Lesson 6 Cloud Computing

Definitions:

» **Cloud Computing:** a model for providing digital services over the Internet, such as:

- **Cloud Storage:** storing files and folders online
- **Software Service:** making applications available online
- **Resource Sharing:** sharing and exchanging files over the internet



Key Points:

» Benefits of Cloud Computing:

- 1 **Ease of Access:** services available without high-spec hardware.
- 2 **Service Availability:** access data, files, and applications from anywhere with the internet.

- 3 **Reducing material costs:** no need for software licenses, no need for high-spec hardware

» Areas of Using Cloud Computing in Daily Life:

1 **Communication:**

- Email: Gmail, Outlook, Yahoo Mail
- Social Networking: Facebook, Twitter, Instagram
- Messaging Services: WhatsApp, Telegram

2 **Computer Storage:**

- File Storage: Google Drive, OneDrive
- Data Backup: Cloud backup services

3 **Producing Projects:**

- Word Processing: Google Docs, Microsoft Word Online
- Spreadsheets: Google Sheets, Microsoft Excel Online

4 **Education:**

- E-learning Platforms: Ministry of Education platform
- Collaboration Tools: Google Classroom, Microsoft Teams

5 **Entertainment:**

- Video Streaming: YouTube
- Video Games: Online cloud platforms
- Music Services: Cloud music services

6 **Other Areas:**

- Online Shopping: E-commerce sites
- Online Banking: used for money transfer, bill payments
- Healthcare Services: Storing medical records

» Data Processing and Storage in Cloud Computing:

- | | |
|-------------------|--|
| 1 Data Collection | 2 Data Transfer: To cloud data centers |
| 3 Data Processing | 4 Data Storage |
| 5 Data Management | 6 Data Access |

» Requirements to Obtain Cloud Computing Services:

- 1 Computer or Mobile Phone
- 2 Internet Browser or Application
- 3 Internet Connection
- 4 Account with a Cloud Service Provider

Famous Cloud Computing Service Providers

Amazon Web Services



Microsoft Azure



Google Cloud Platform



Lesson 7 Google Meet and Project Management

Definitions:

- » **Google Meet:** a video conferencing service developed by Google that enables users to conduct group video calls, share screens, chat, collaborate in real time, and work together on joint projects.

Key Points:

» You can access Google Meet:

- **From PC:** via the link <https://meet.google.com>
- **From mobile:** Download the "Google Meet" app from the Google Play Store.

» Creating a Meeting:

- **Instant Meeting:** Click "New meeting" > "Start an instant meeting".
- **Scheduled Meeting:** Click "Create a meeting for a later time".
- **Joining a Meeting:** Click the meeting link and wait for the organizer's approval.
- **During a Meeting:**
 - Turn off the microphone when not speaking.
 - Raise your hand when you want to speak.
 - Use the "In call messages" icon to send messages to participants.



– Click the “Share Screen” icon to share your screen with participants.



– **To Stop Sharing:** Click “Stop Sharing” in the Google Meet window.

Lesson 8 Database Design

Definitions:

- » **Databases:** a collection of data and information organized and linked to each other, similar to a library but for data. Used to store and retrieve information easily and efficiently.
- » **Big Data:** very large and diverse sets of structured, unstructured, and semi-structured data that continue to grow significantly over time.
- » **Spreadsheet Concept:** the basic element in building databases and is the only source of data within the database, it consists of rows (records) and columns (fields).
- » **Microsoft Access** it is one of the applications used to create databases. It builds a real database, where you can build a complex structure for data and manage it more efficiently.
- » **Primary Key:** a field in a database used to uniquely identify each record in a table.



Key Points:

» Importance of Databases:

- 1 **Schools:** Saving students' information
- 2 **Hospitals:** Saving medical records
- 3 **Stores:** Tracking inventory

» Advantages of Using Databases:

- | | | |
|----------------|--------------|------------|
| 1 Organization | 2 Efficiency | 3 Accuracy |
| 4 Security | 5 Sharing | |

» Uses of Databases:

- 1 Websites
- 2 Data Analysis
- 3 Scientific Research
- 4 Business Applications

» Programs like Word and Excel can create spreadsheets, but for complex data, use dedicated database applications like Microsoft Access.



When do we use Microsoft Access

- Large Amount of Complex Data
- Creating Relations Between Data
- Custom Applications for Data Management
- Higher Data Security

» Steps to Create a Database in Access:



» **Note:** the primary key value is never repeated within the same table, for example: "id" field in the "Student Grades" table.

Lesson 9 Forms and Queries

Definitions:

» **Form:** a graphical interface designed to interact with data stored in a database. It displays specific information from the database and allows users to enter, modify, or delete information in an organized and convenient way.

» **Query:** a tool used to obtain data from a database based on specific criteria or conditions.

Key Points:**»» Creating a Form:**

- 1 **Select Table:** click on "Student Grades" in the Navigation Pane.
- 2 **Create Tab:** choose "Create" > "Form".
- 3 **Layout View:** displays data for each student record individually.
- 4 **Navigation:** use icons to move between records.
- 5 **Data Entry:** forms can be used to enter and modify data in the table.

»» Creating a Query:

- 1 **Query Design:** choose "Create" > "Query Design".
- 2 **Select Table:** add "Student Grades" as the data source.
- 3 **Design Grid:** drag and drop fields to the design grid.
- 4 **Execute Query:** click "Run" to display the query result.
- 5 **Modify Query:** delete unnecessary fields to refine the query.
- 6 **Save Query:** name it, e.g., "Student Arabic Grades".

»» Hiding Fields in Query Results:

- 1 **Design View:** open the query in Design View.
- 2 **Uncheck Show:** uncheck the checkbox in the "Show" row for fields you want to hide.
- 3 **Run Query:** click "Run" to see the updated results without the hidden fields.

»» Adding Criteria to a Query:

- 1 **Design View:** open the query in Design View.
- 2 **Enter Criteria:** type the criteria in the Criteria row for the relevant field.
 - **Example:** To show only the record for student "Yasmin", type ="Yasmin" in the "Student Name" column.
- 3 **Execute Query:** click "Run" to display records that meet the criteria.

1 Put (✓) or (X):

- 1 Green technology tools contribute to increasing the rate of environmental pollution as a result of their use. ()
- 2 Electric cars are considered a form of green technology. ()
- 3 The idea of sensors in water taps is depends on stopping the water automatically only. ()
- 4 Green technology is a concept that could be called about the institution that can rationalize its resources. ()
- 5 Reducing waste that can be produced from recycling and repairing the products is called recycling management. ()
- 6 Green buildings lead to increasing the energy usage. ()
- 7 Green technology doesn't help to speed up the process of digital transformation. ()
- 8 Precision irrigation is from the green technology and digital transformation applications. ()
- 9 While using the Digital Egypt Platform, this is considered as an irresponsible usage of the internet websites. ()
- 10 Smart cities are from the green technology and digital transformation applications. ()
- 11 Green technology and digital transformation work on reducing the harm on the surrounding environment. ()
- 12 Email is one of the electronic payment method applications. ()
- 13 Wind turbines are used to generate electricity from air movement. ()
- 14 Bioenergy involves using organic materials like soybeans and corn to produce energy. ()
- 15 Industrial buildings are designed and constructed using environmentally friendly materials. ()



- 16 Organic waste is transformed into nutrient-rich compost to improve soil fertility. ()
- 17 The Digital transformation provides various services and products to citizens in an easier and faster way. ()
- 18 Digital Egypt Platform is a type of electronic payment method that is licensed and approved by the Central Bank of Egypt. ()
- 19 Enhancing the efficiency of resource use is a common axis between green technology and digital transformation. ()
- 20 In order to access any digital services or products, an email address is required. ()
- 21 Email manages the computer hardware components. ()
- 22 Device security and protection are inherent features of the operating system. ()
- 23 Desktop computers utilize operating systems like Microsoft Windows. ()
- 24 Hardware components of a computer can be managed via Word processor application ()
- 25 Smart TVs work on Android TV and Tizen operating systems (OS) ()
- 26 Antivirus applications are considered to be responsible for managing the hardware components and running all the other software. ()
- 27 Servers are using operating systems (O.S) such as Linux ()
- 28 Point of sale (POS) terminals are electronic devices that customers can use to pay for the products they bought. ()
- 29 Wearable devices such as smart watches don't need operating systems (OS). ()
- 30 When the operating system (O.S) detects a new accessible device, it installs the suitable device driver ()
- 31 The startup screen varies for different operating systems. ()



- 32 Removing unused programs leads to an increase in the used space storage in the hard disk. ()
- 33 Operating system (OS) helps in uninstalling programs. ()
- 34 For older printers, we set the port to LPT1 ()
- 35 While you are preparing and getting ready to implement your project on your computer, you must make sure that the required programs are on the device. ()
- 36 Many programs come with their own removal or uninstallation command. ()
- 37 To uninstall the program, use the Control Panel. ()
- 38 Operating systems support many devices attached to the computer, such as the printer and webcam. ()
- 39 When the operating system automatically detects the new peripheral device, it installs the appropriate driver for the peripheral device. ()
- 40 Modern operating systems do not include a list of drivers for many accessory devices. ()
- 41 A driver is a file or files that the operating system installs to use the new peripheral device with its full features. ()
- 42 Uninstalling unused programs leads to slowing down the computer. ()
- 43 Plug and play property means that the operating system (O.S) is shutting down the computer ()
- 44 YouTube is from the email service providers ()
- 45 To get one of Gmail's services, you must create a Google account. ()
- 46 Usability is from the advantages of using email. ()
- 47 E-mail is considered as a manual communication ()
- 48 Exchanging messages and attachments is one of the important usages for email. ()
- 49 Sending email to one or more in one message isn't allowed. ()
- 50 Spam messages are one of the disadvantages of using email. ()
- 51 Email is considered a direct communication tool. ()
- 52 Gmail is from the e-mail service providers. ()



- 53 To log out from your Gmail account, press on the sign-in icon. ()
- 54 Username is a unique name, a special name, and not taken by others. ()
- 55 Software and application services via the internet are known as sharing and exchanging files locally. ()
- 56 Storing, sharing, and accessing file services anytime, anywhere is called cloud computing. ()
- 57 Cloud computing is known as a model to design databases ()
- 58 Google Docs is an example of Word processing cloud computing program. ()
- 59 Cloud storage services save files and folders locally on your computer device. ()
- 60 Sharing electronic resource services via cloud computing is known as sharing and exchanging files with others via the internet. ()
- 61 To access Google Meet service, you must have a bank account. ()
- 62 When you get invited to attend a Google Meet meeting, an invitation link must be sent to you. ()
- 63 Through Google Docs, you can make video conference calls, chat, and share your screen. ()
- 64 To express your ideas in an organized way through a Google Meet meeting, you can press the raise hand icon. ()
- 65 To invite others to a Google Meet meeting, you must send a meeting link to them. ()
- 66 Google Meet is considered a way of direct communication. ()
- 67 A database is a collection of data and information organized and linked to each other. ()
- 68 A spreadsheet is not a basic element in building databases. ()
- 69 Databases are not used on websites. ()
- 70 Databases are used to store student data in schools. ()
- 71 The spreadsheet (data table) is the only source of data within a database. ()



- 72 Databases are used to track inventory in stores. ()
- 73 Databases are information stored and managed manually using dedicated programs and applications. ()
- 74 A database is an organized collection of data related to a specific subject. ()
- 75 Query is a tool used to obtain data from a database based on specific criteria. ()
- 76 It is difficult to use databases on websites. ()
- 77 A data table is a non-essential element in building databases. ()
- 78 In a data table, each row represents more than one record of data. ()
- 79 We use "Microsoft Access" when we have a large amount of complex data. ()
- 80 We use the "Design View" of the table to write the names of the table fields and determine the type of statement. ()
- 81 We use the "Datasheet View" of the table to enter and display the table data. ()
- 82 We determine the type of statement for the student name field "Text" to perform calculations on it. ()
- 83 We specify the type of the statement of the degrees fields "Number" to perform a calculation on it. ()
- 84 In the database table, we must specify for each column the type of statement it contains. ()
- 85 The primary key field is used to uniquely identify each record in the table. ()
- 86 The primary key value can be repeated within the same table. ()
- 87 A new form can be created under the name "Student Grades Entry" using the form wizard. ()
- 88 The form is a graphical interface designed to interact with data stored in the database. ()



- 89 We use the form to enter, modify, or delete table data in an organized and convenient way. ()
- 90 All data entered through the form does not appear in the table. ()
- 91 There are multiple ways to create a form in an Access database. ()
- 92 Data can be entered through the datasheet or through the form. ()
- 93 To add a criteria to a query, you should first open design view ()
- 94 We use the Query Design view to display the query results. ()
- 95 The Query Design View window is divided into three parts. ()
- 96 The Query Design window is divided into two parts; the upper part is the query design grid. ()
- 97 The Query Design window is divided into two parts; the lower part is the data source table. ()
- 98 Google Meet is one of the services provided by Microsoft. ()
- 99 ATMs use embedded operating systems. ()
- 100 You can use a smartphone without an operating system. ()

2 Choose the correct answer:

- 1 Sensors are used for many tasks, including
a. regulating temperature b. turning on the light in different ways
c. detecting smoke and fire d. all of the previous
- 2 is from the example of the renewable energy.
a. Solar energy system b. Coal
c. Petroleum d. Natural gas
- 3 Egypt has recently used electric vehicles powered by..... .
a. gas b. fuel c. wind-power d. batteries
- 4 Green technology is sometimes referred to as..... technology.
a. sustainable b. clean c. both a&b d. digital
- 5 is/are used to convert sunlight into electricity.
a. Solar panels b. Smart transportation
c. Hydropower d. Wind



- 6 We use..... to enhance energy efficiency within the transportation sector.
- a. smart transportation
 - b. turbines
 - c. solar panels
 - d. organic materials
- 7 are used to regulate temperatures and operate lights in different ways.
- a. Sensors
 - b. Solar energy
 - c. Recycling
 - d. Water treatment
- 8 You can use an electronic payment method application through
- a. INSTAPAY
 - b. Google Meet
 - c. WhatsApp
 - d. Email
- 9 Green technology and digital transformation work on
- a. increasing the pollution of environmental resources
 - b. reducing the harm of the surrounding environment
 - c. increasing the rate of the raw material usage
 - d. increasing the cost of digital services
- 10 When using the Egypt Digital Portal, it is considered as one of the
- a. piracy forms
 - b. digital transformation tools
 - c. irresponsible websites usage
 - d. electronic assault forms
- 11 is a common characteristic shared by green technology and digital transformation.
- a. Challenges in digital communication between citizens and government services offered by relevant ministries
 - b. Slow processes for acquiring digital services
 - c. Access digital services quickly and securely
 - d. Ease of hacking data on the Internet
- 12 is the combination of digital technology into all aspects of business to enhance workflow efficiency.
- a. Green technology
 - b. Performance tasks
 - c. Digital transformation
 - d. Industrial



- 13 Digital transformation is essential for the following institutions and companies, except
- a. enhancing efficiency and productivity
 - b. creating new employment opportunities
 - c. wasting energy
 - d. enhancing the quality of services
- 14 Digital transformation is a national project that moves Egypt to deal through a/an environment that links all government agencies to each other.
- a. information
 - b. technical
 - c. industrial
 - d. vegetative
- 15 Modern cars contain an operating system (OS) to control different functions, such as
- a. information and navigation systems
 - b. point of sales
 - c. automatic transaction machines (ATMs)
 - d. printers
- 16 are electronic devices that customers can use to pay for the products they bought.
- a. Point of sales (POS) terminals
 - b. Automatic transaction machines (ATMs)
 - c. Industrial control systems (ICSs)
 - d. Smart watches
- 17 The software is responsible for managing the hardware components and running all other software.
- a. Antivirus
 - b. operating systems
 - c. Word processing
 - d. Painter
- 18 Servers use operating systems like
- a. Android
 - b. Tizen
 - c. Linux
 - d. macOS
- 19 Operating systems like Android TV, Tizen, webOS, etc. are used with..... devices.
- a. smart TV
 - b. server
 - c. print
 - d. networking



- 20 devices are network equipment that require an operating system to operate.
 a. Television b. Printing c. Smartwatches d. Routers
- 21 The operating system runs all software and accomplishes tasks in a/an way.
 a. difficult b. easy c. slow d. complex
- 22 Personal computers (PCs) use operating systems, such as
 a. Microsoft Windows b. macOS
 c. both a & b d. Xbox
- 23 Smartphones rely on the iOS operating system from
 a. Google b. Apple c. Linux d. macOS
- 24 Uninstalling programs mean you
 a. copy the program file to a computer
 b. delete the program files from a computer
 c. paste the program files to a computer
 d. save the program files from a computer
- 25 When installing a program from the internet, the program downloaded as to be used to install the program
 a. digital footprint b. file c. image d. Excel sheets
- 26 Modern operating systems (OS) include a list of for most of accessible devices.
 a. harmful programs b. viruses
 c. music d. drivers
- 27 Uninstalling unused programs leads to
 a. slowing down the computer b. saving the space storage
 c. difficulty using the computer d. stopping the computer
- 28 When you download software from the Internet, the software is in the form of a/an which is used to install the software.
 a. digital fingerprint b. file
 c. image d. worksheet



- 29 Many programs come with a command to
a. copy their installation b. uninstall their installation
c. paste their installation d. compress their installation
- 30 When the operating system automatically detects a new peripheral device, it
a. deletes the driver for the peripheral device
b. installs the appropriate driver for the peripheral device
c. shuts down the computer d. restarts the computer
- 31 To install a new peripheral device, it is required to provide..... .
a. information and data b. drivers
c. folders d. images
- 32 Modern operating systems include a list of..... for many accessory devices.
a. malware b. viruses c. songs d. drivers
- 33 The Plug and Play feature is
a. the operating system deleting the correct and appropriate driver for the new peripheral device
b. the operating system installing the correct and appropriate driver for the new peripheral device
c. the operating system copying the correct and appropriate driver for the new peripheral device
d. the operating system shutting down the computer
- 34 When you download a program from the internet, the program is in the form of a/an
a. digital platform b. file c. image d. spreadsheet
- 35 If you download a compressed file, you must first..... the file to interact with it.
a. extract b. install c. download d. save
- 36 Email is considered a/an
a. direct communication tools b. indirect communication tools
c. manual communication system d. text file



- 37 is from the advantages of using the email.
- Speed sending and receive messages
 - Spam messages
 - Phishing
 - Viruses
- 38 Email is considered as a/an
- manual communication tools
 - digital communication tools
 - direct communication system
 - virus
- 39 Google account consist of
- username and password
 - username only
 - password only
 - your friend name
- 40 Through email, you can
- delete files
 - use cloud computing applications
 - install programs
 - print files
- 41 One of the most important uses of email is.....
- to scan paper
 - to share information
 - cyberbully
 - to delete files on your device
- 42 One of the disadvantages of using email is
- speed
 - cost
 - ease
 - hacking
- 43 From email service providers is
- Gmail
 - Paint
 - Google Docs
 - YouTube
- 44 To get one of the Gmail services, you must create
- text file
 - "Google Account"
 - presentation file
 - "Google Meet"
- 45 To log out of your Gmail account, click on the icon.
- Sign in
 - Sign out
 - Shut down
 - Close
- 46 is a digital communication system used to send and receive messages between users over the internet.
- Text messages
 - Email
 - User name
 - Spam messages



- 47 is a unique and distinctive name that is not reserved by anyone else and is located at the beginning of the email address.
- a. Username
 - b. Domain name
 - c. Virus
 - d. Gmail
- 48 The domain name is the name of the that store your email messages.
- a. username
 - b. Gmail
 - c. email server
 - d. @ symbol
- 49 Communicating is from cloud computing fields in daily life, it can be done through
- a. email
 - b. software and applications
 - c. cloud storage
 - d. Google Sheets
- 50 is from the famous cloud computing services providers.
- a. Google Docs
 - b. Google Sheets
 - c. Google Classroom
 - d. Google Cloud Platform
- 51 Cloud computing is known as a model for providing.....
- a. presentations
 - b. digital services over the Internet
 - c. Google Docs
 - d. Google Classroom
- 52 The computer storage service is
- a. storing files and folders locally on the computer
 - b. storing files and folders over the Internet
 - c. sharing and exchanging files
 - d. Google Classroom
- 53 The software and application service over the Internet is known as
- a. enabling the use of software and applications over the internet
 - b. enabling the use of software and applications without the Internet
 - c. sharing and exchanging files locally
 - d. email service



- 54 The service of sharing electronic resources via computing is known as
- a. computer storage
 - b. sharing files and folders locally on the computer
 - c. sharing and exchanging files with others over the Internet
 - d. email sharing
- 55 Communication is one of the areas of using cloud computing in daily life, and is done through
- a. email
 - b. software and applications
 - c. computer storage
 - d. Google Sheets
- 56 Services for storing, sharing, and accessing files at any time and from anywhere are called
- a. email
 - b. software and applications
 - c. computing storage
 - d. Google Sheets
- 57 We use cloud Word processing programs, such as
- a. Google Docs
 - b. Google Sheets
 - c. Google Classroom
 - d. Google Cloud Platform
- 58 We use cloud spreadsheets, such as
- a. Google Docs
 - b. Google Sheets
 - c. Google Classroom
 - d. Google Cloud Platform
- 59 We use cloud collaboration tools, such as
- a. Google Docs
 - b. Google Sheets
 - c. Google Classroom
 - d. Google Cloud Platform
- 60 The most famous cloud computing service providers are
- a. Google Docs
 - b. Google Sheets
 - c. Google Classroom
 - d. Google Cloud Platform
- 61 All the following are the benefits of cloud computing, except for
- a. ease of access
 - b. availability of service
 - c. reducing material costs
 - d. downloading files without the internet



- 62 Applications like are used to store, share, and access files at anytime and anywhere.
a. Google Drive b. One Drive c. Paint d. both a & b
- 63 To produce projects in cloud computing, we use
a. Word processing programs b. spreadsheets
c. both a & b d. Paint
- 64 Cloud computing in education allows us to access educational materials and interact with teachers and students through
a. e-learning platforms b. video games
c. spreadsheets d. video streaming services
- 65 "Google Meet" is
a. audio-only service b. voice-only service
c. storage service d. video conferencing service
- 66 Through you can make calls, group video, share screens, and chat.
a. Google Account b. Google Docs
c. Google Meet d. Google Drive
- 67 To access the "Google Meet" service, you must have
a. Yahoo account b. Google account
c. Bank account d. Electronic wallet
- 68 The "Google Meet" application is considered one of the ways of communication.
a. indirect b. direct c. slow d. difficult
- 69 One of "Google Meet" features is
a. sharing screens
b. talking at any time
c. indirect communication
d. slowing communication for audio and video



- 70 To express your opinion in an organized manner during a "Google Meet" meeting, you can click on
- a. Meeting link
 - b. Hand icon
 - c. Talk at any time
 - d. Exit before the end of the meeting
- 71 is one of general rules that must be followed during the meeting
- a. Talking at any time
 - b. Listening, hearing, and turning off the microphone
 - c. Giving the meeting link to anyone
 - d. Leaving before the end of the meeting
- 72 To invite others to a Google Meet meeting, you must send them
- a. meeting address
 - b. meeting link
 - c. meeting image
 - d. your home address
- 73 To create a meeting next week through Google Meet, you choose
- a. Start an instant meeting
 - b. Meeting for a later time
 - c. Stop sharing the presentation
 - d. Sharing screens
- 74 You have been invited to a Google Meet meeting, to join the meeting you must click on the
- a. meeting address
 - b. meeting link
 - c. meeting image
 - d. your home address
- 75 To express your opinion in an organized manner during a Google Meet meeting, you can
- a. speak at any time
 - b. leave before the meeting ends
 - c. send a message
 - d. stop sharing the presentation
- 76 When you are invited to a meeting through a link, you must
- a. not send the meeting link to others
 - b. speak without permission
 - c. send the meeting link to anyone
 - d. leave the meeting



- 77 When you finish showing your screen during the meeting, you must click
- a. Do not send the meeting link to others
 - b. Talk without permission
 - c. Stop sharing the presentation
 - d. Share screens
- 78 During a "Google Meet" meeting, and to organize the meeting, when speaking, you must
- a. speak at any time
 - b. raise you hand
 - c. leave the meeting
 - d. send the meeting link to others
- 79 To help organize sessions, talk and intervene in an organized and smooth manner,
- a. leave the meeting
 - b. listen to the speaker
 - c. speak at any time
 - d. open the microphone
- 80 is a video conferencing service developed by Google that enables users to conduct group video calls, share screens, and collaborate.
- a. Google Meet
 - b. Google Account
 - c. Google Play
 - d. YouTube
- 81 To express your opinion in an organized manner during a Google Meet session, you can click on the
- a. meeting link
 - b. hand icon
 - c. speak at any time
 - d. exit before the meeting ends
- 82 You can share your entire screen or a specific window with participants at the bottom of the page by clicking on the icon.
- a. In call messages
 - b. Stop Sharing
 - c. Messages
 - d. Share Screen
- 83 You can start an instant meeting in Google Meet through all of the following, except
- a. clicking the "New Meeting" button
 - b. clicking "Start an instant meeting"
 - c. clicking "Copy"
 - d. clicking "Sign out"



- 84 are a collection of data and information organized and linked to each other.
- a. Charts
 - b. Software services
 - c. Databases
 - d. Collaboration tools
- 85 All the following are the usages of databases, except for
- a. saving students' information
 - b. saving medical records
 - c. tracking inventory in stores
 - d. writing text documents
- 86 is a term that refers to extremely large and diverse sets of structured and unstructured data.
- a. Data table
 - b. Big Data
 - c. Database
 - d. Word processing
- 87 is used to create Data Table.
- a. Access
 - b. Excel
 - c. Google Meet
 - d. Both a & b
- 88 is used to create custom applications to manage data and if you have a large quantity of complex data.
- a. Word
 - b. Excel
 - c. Access
 - d. Paint
- 89 "Big Data" is sets of data.
- a. small
 - b. medium
 - c. tall
 - d. huge, organized and unorganized
- 90 The "Data Table"
- a. is an essential element in building databases
 - b. is a secondary element in building databases
 - c. is an unnecessary element in building databases
 - d. consists of rows only
- 91 The correct way to save a Data Table in "Access" is by clicking on icon.
- a. "New"
 - b. "Create"
 - c. "Start"
 - d. "Save"



- 32 PONY – ICT Prep. 1 – First Term



Answers

1	1 X	2 ✓	3 X	4 ✓
5 ✓	6 X	7 X	8 ✓	
9 X	10 ✓	11 ✓	12 X	
13 ✓	14 ✓	15 X	16 ✓	
17 ✓	18 X	19 ✓	20 ✓	
21 X	22 ✓	23 ✓	24 X	
25 ✓	26 X	27 ✓	28 ✓	
29 X	30 ✓	31 ✓	32 X	
33 ✓	34 ✓	35 ✓	36 ✓	
37 ✓	38 ✓	39 ✓	40 X	
41 ✓	42 X	43 X	44 X	
45 ✓	46 ✓	47 X	48 ✓	
49 X	50 ✓	51 X	52 ✓	
53 X	54 ✓	55 X	56 ✓	
57 X	58 ✓	59 X	60 ✓	
61 X	62 ✓	63 X	64 ✓	
65 ✓	66 ✓	67 ✓	68 X	
69 X	70 ✓	71 ✓	72 ✓	
73 X	74 ✓	75 ✓	76 X	
77 X	78 X	79 ✓	80 ✓	
81 ✓	82 X	83 ✓	84 ✓	
85 ✓	86 X	87 ✓	88 ✓	
89 ✓	90 X	91 ✓	92 ✓	
93 ✓	94 X	95 X	96 X	
97 X	98 X	99 ✓	100 X	

2	1 D	2 A	3 D	4 C
5 A	6 A	7 A	8 A	
9 B	10 B	11 C	12 C	
13 C	14 A	15 A	16 A	
17 B	18 C	19 A	20 D	
21 B	22 C	23 B	24 B	
25 B	26 D	27 B	28 B	
29 B	30 B	31 B	32 D	
33 B	34 B	35 A	36 B	
37 A	38 B	39 A	40 B	
41 B	42 D	43 A	44 B	
45 B	46 B	47 A	48 C	
49 A	50 D	51 B	52 B	
53 A	54 C	55 A	56 C	
57 A	58 B	59 C	60 D	
61 D	62 D	63 C	64 A	
65 D	66 C	67 B	68 B	
69 A	70 B	71 B	72 B	
73 B	74 B	75 C	76 A	
77 C	78 B	79 B	80 A	
81 B	82 D	83 D	84 C	
85 D	86 B	87 D	88 C	
89 D	90 A	91 D	92 C	
93 A	94 B	95 D	96 D	
97 B	98 B	99 A	100 C	

حمل الآن

مجاناً وحصرياً

المراجعة رقم (3)

الترم الاول



Lesson 01

Green Technology



Green Technology

*It is called **sustainable technology** or **clean technology**

*It based on tools and technologies designed to:

- protect the environment
- avoid causing harm
- rationalize the use of resources.



► **For example**

* Egypt uses electric vehicles as an alternative to traditional fuel-powered cars to

decrease the emission of harmful substances from car exhausts

reduce fuel consumption

* Electric cars operate using batteries that come with a charging station, enabling connection to an external power source for recharging.

Fields of using green technology:

Green technology is used in many aspects of life:

► **Renewable Energy:**

Solar energy

using sunlight to generate electricity through solar panels.

**Wind power**

using wind turbines to generate electricity from air movement

**Hydro Power**

using dams to generate electricity from water movement

**Geothermal energy**

using the Earth's internal heat to produce electricity

**Bioenergy**

using organic materials like soybeans and corn for energy generation



► Rationalizing energy consumption and using it responsibly:

Green Building:

- Constructing and designing buildings using environmentally friendly and energy-saving materials and improving ventilation and insulation.
- Using energy-saving electrical appliances and highly-efficient computers.

Smart transportation:

- using electric vehicles to improve energy efficiency in the transportation sector.

► Waste Recycling

- The recycling of materials like paper, plastic, and metals into new products.
- Transforming organic waste into nutrient-rich compost to enhance soil fertility.
- Reducing waste by reusing and repairing products



► Water Treatment

- Purifying contaminated water to be reused or drunk.
- Using smart efficient irrigation systems like drip irrigation.
- Repairing water leaks and using water-saving devices to rationalize water consumption.

Benefits of green technology:

► Preservation of the environment from climate change:

The effect of car exhaust has helped increase the percentage of carbon dioxide in atmosphere which has led to increase the percentage of global warming and environmental change.

* This helped to find environmentally friendly transportation methods, such as electric cars which contributes to reducing the percentage of carbon dioxide levels and the percentage of decrease environmental pollution.



► Resource Conservation (Water - Electricity):

Green technology helps rationalize water and electricity consumption through many things including:

1- Body Sensors:

- Water conservation: Body sensors control water flow by detecting the presence of a body (hand) under the tap and allow water to flow only when needed.

2- Electricity conservation:

- Sensors inside homes and companies turn lights on/off based on presence.

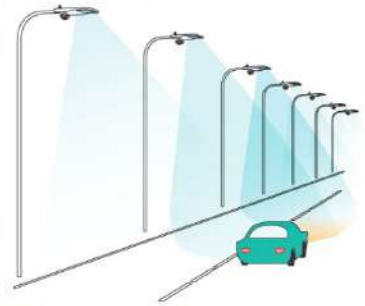
2- Solar Energy technology

Relies on photovoltaic panels which converts sunlight into electrical energy and operates automatically when electricity is needed.

Sensor usage

Sensors are used in many tasks, including:

- Detecting smoke from fires.
- Regulating temperatures.



Lesson 02

Digital transformation and its importance in our daily lives



Digital transformation

- ❖ The combination of digital technology into all aspects of business to enhance workflow efficiency, lower costs, and innovate products and services.
- ❖ It is a national project that moves Egypt to deal through an information environment that links all government agencies to each other. So, citizens can obtain all their services through the internet and mobile applications, so that various services and products are provided to citizens in an easier and faster way.



► The importance of digital transformation:

Digital transformation is essential for institutions and companies for several reasons, including:

- 1- Increasing efficiency and production:** by improving workflow, reducing errors, saving time and effort, which saves money.
- 2- Raising the level of services and products** provided to customers.
- 3- Increasing sales and revenues:** by reaching new markets and new customers.
- 4- Innovation and creativity:** Digital transformation contributes significantly to enhancing innovation and development and to provide new and good products and services in institutions and companies.
- 5- Maintaining competitiveness:** by keeping pace with the latest technological developments.
- 6- Improving decision-making:** by providing data, information, analysis in a timely manner to make informed decisions.
- 7- Reducing the use of energy and resources.**
- 8- Creating new job opportunities.**

Digital transformation tools

There are many digital transformation tools available through programs, technologies, and services to help organizations and companies improve performance, efficiency, and competitiveness, including:

- Electronic payment methods
- Managing workflows
- Collaborative and communicative
- Cloud computing technologies
- Cybersecurity solutions
- E-learning resources
- Artificial intelligence and machine learning technologies



► Firstly: Tools for workflow management

It improves the efficiency of repetitive operations and tasks, such as:

The "Digital Egypt" Platform: It is a government electronic portal that provides many electronic services to citizens, such as paying electricity and water bills.



→ The application can be downloaded and used on mobile devices.

► Second: Electronic Payment Methods: -

1- Electronic payment cards "Meeza"

Facilitate electronic financial transactions for citizens to provide easy, fast, and secure electronic payment methods.



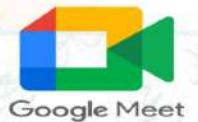
2. "INSTAPAY"



Application for electronic payments (Licensed and approved by the Central Bank of Egypt) that allows sending and receiving money through a bank account or electronic wallet and provides many services such as paying bills.

► Third: Collaboration and Communication Tools: -

such as: Zoom and Google Meet



* They are video conferencing applications that enable face-to-face communication with others.



The Relation between Green Technology and Digital Transformation

→ Green technology and digital transformation are closely related.

Each enhances the other and contributes to achieving common goals.

The Most Important Common Axes	Green Technology	Digital Transformation
Enhancing the efficiency of resource use	Reducing the consumption of natural resources, such as energy and water, by using more efficient technologies.	Reducing reliance on raw materials such as paper and pens, and reducing waste.
Reducing harmful emissions	Using renewable energy sources and improving energy efficiency.	Decreasing the necessity for transportation and mobility while improving the effectiveness of business transactions.
Supporting sustainability	By protecting the environment and improving the quality of life for future generations.	By improving resource efficiency, decreasing emissions, and enhancing innovation.

Examples of the integration of green Technology and digital transformation applications:

- Smart energy grids
- Precision farming
- Smart buildings
- Smart transportation
- Smart cities

Benefits of integrating green technology with digital transformation:

- Speeding up the process of the digital transformation.
- Enhancing the efficiency of green technology.
- Creating new employment opportunities.
- Improving the quality of life.



Lesson 03

Operating Systems



Operating System (OS):

- ✓ It is an interface between the user, hardware, and software.
- ✓ It is responsible for managing the hardware components and running all software.
- ✓ It is responsible for helping the user accomplish their various tasks on the computer easily and smoothly.



The key functions of operating system



The operating systems are important

because they are responsible for operating and managing electronic and smart devices.

Examples of devices use operating systems

▶ Personal Computers (PCs):

Desktop and laptop computers use operating systems like:

- Microsoft Windows
- macOS
- Different distributions of Linux



▶ Mobile Devices:

Smartphones and tablets depend on operating systems like:

- Apple's iOS
- Google's Android operating system
- Alternative mobile operating systems



► Servers:

Servers use operating systems like:

- Linux operating system (with its diverse distributions)
- Microsoft Windows Server operating system
- Specialized server operating systems are used to manage network resources and deliver a range of services.

► Gaming Consoles:

- **Examples:** PlayStation, Xbox, Nintendo Switch
- Gaming consoles feature exclusive operating systems tailored for gaming and multimedia purposes.



► Smart TVs:

Smart TVs operate on various operating systems such as (Android TV, Tizen, webOS) and others to offer smart advantages like:

- Streaming services
- Internet connectivity
- Applications



► Wearable Devices

Wearable devices like smart watches and fitness trackers use operating systems tailored to their distinct functions and needs.



► Network Devices

Routers, switches, and other network equipment use operating systems for network management, settings and security advantages.



There are various operating systems used in modern cars and vehicles, ATMs, and factories



▶ Automotive Systems

Modern cars and vehicles often have operating systems to control various functions such as:

- Infotainment
- Navigation
- Driver assistance technologies while driving and controlling the vehicle.



▶ Embedded Systems

Operating systems are used in embedded systems like:

- Automated Teller Machine (ATM)
- Point of Sale Terminal (POS)



POS terminals enable customers to pay for purchased products by deducting the price from their bank account instead of using cash.

▶ Industrial Control Systems (ICS)

ICS is a broad term that includes:

- Many industrial control systems
- Devices used in industrial facilities



Industrial Control Systems Work on the Following:

- **Control and monitor the progress of industrial processes which increases factory productivity and improves the quality of manufactured products.**
- **Provide a safe environment for health and operational safety by reducing exposure to hazardous materials or environments such as: chemical plants, water and waste treatment centers, nuclear power plants, and refineries**
- **Industrial control systems are used in most industrial sectors such as: energy, transportation, food and petrochemical production, electronics, medical industries, and many other industries.**



Desktop

- ✓ Desktop is the operating system startup screen. It includes a set of symbols called **Icons**. They appear arranged in a specific order over a background.
- ✓ **Background** is an image or color that the user selects.

► Bars contain:

- 1- Icons that symbolize software installed on the operating system.
- 2- Other icons to adjust some system settings such as date, time, sound settings, and network.



The startup screen varies for different operating systems. Also, the startup screen varies according to the version of the operating system.

Lesson 04

Installation and removal of software and digital peripherals



❖ If the Operating System Doesn't Have the Program You Need, You Can Get the Program:

- From a **storage unit** or **by downloading the program online**.

- ❖ You can then install the program on your computer to use it. How you start the installation process depends on the form in which the program comes.

► How the installation process start depends on the form in which the program comes:

- 1- If you purchased the program, the program comes on a CD or DVD, CD to install the program.

- 2- If you downloaded the program from the Internet the program is in the form of a file, and this file is used to install the program.



► First: Installing the Program from a CD or DVD:

- 1- Insert the software disc into your computer **CD** or **DVD** drive. The AutoPlays dialog box will appear.
- 2- The following screen displays one of processes that takes place in **Windows7**
- 3- Click **Run SETUP.EXE**, where **SETUP.EXE** is usually the name of the installation program.
- 4- Follow the installation instructions provided by the software.



Installation procedures differ from one program to another.

► Second: Installing the program from an Internet-downloaded file:

1. Use the "**This PC**" icon to access the downloaded file.
2. Double-clicking the file starts up the installer.



The downloaded file may be compressed. You need to unzip it before accessing the file and selecting the **SETUP.EXE** icon.

► Third: Installing the Program from a Compressed File

1. Extract the compressed files.
2. Double-click the installation file.
3. Follow the installation instructions provided by the software.



► Fourth: Remove or Uninstall a Program

Uninstalling a program means that you delete all the files of the program from your computer.

There Are Two Methods to Remove or Uninstall the Program:

1. **The program does it itself** → using its own removal or uninstallation command.
2. **The operating system** → does it through the **control panel**.



Removing unused programs saves disk storage space and speeds up the device.



► Steps for uninstalling a program on the device

1. Access the **Control Panel** window.
2. Clicking on "**Uninstall a program**" will prompt the window displaying installed programs to appear.
3. Click on the program you wish to uninstall. Then select **Uninstall**.

Setting up and Configuring Hardware

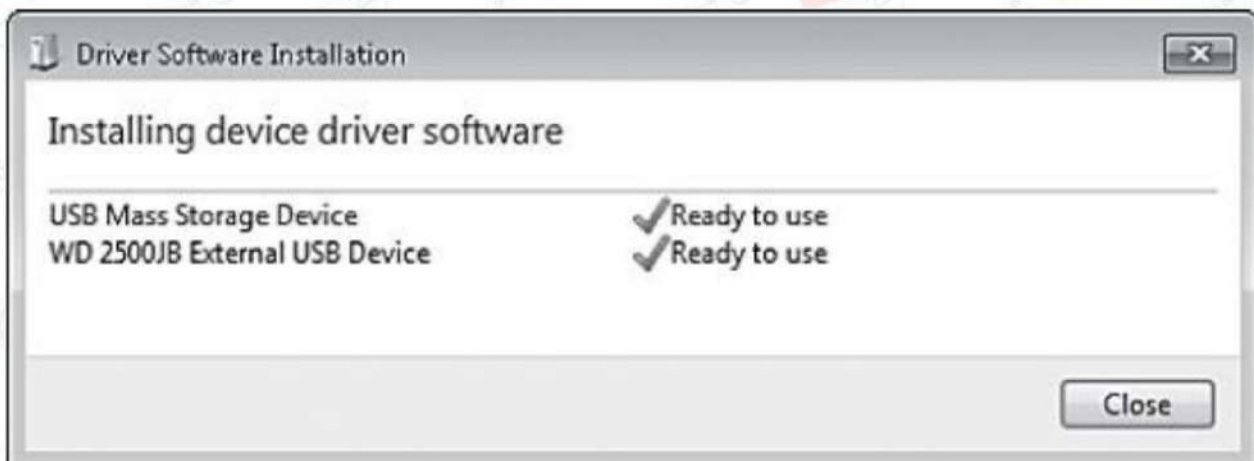
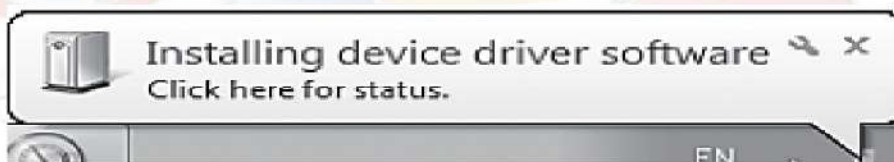
- Operating systems **support many devices attached to the computer** such as printers, webcams, scanners in a way that varies depending on the type of operating system.
- The operating system **automatically detects the new attached device**, and the operating system installs the correct "Driver" for the attached device, so that you can use the new attached device with its full features.

Installing a New Device

New devices include a CD or DVD for setup that contains:

- Driver files
- Utility programs

The **Setup program** automatically copies the **driver** files and the setup information file (**.inf**) into a dedicated folder.



Plug and Play Device Installation

First: When the operating system includes a driver that matches the new peripheral device:

1. The operating system detects the new peripheral.
2. The operating system searches its list of drivers for the appropriate driver for the new peripheral.
3. If it finds a matching driver for the new peripheral, it installs the correct driver file(s).
4. The system automatically installs the driver file and configures the new device and makes other necessary adjustments to the system without any intervention from you.
5. The operating system presents a notification to the user identifying the connected device.

Second: When the Operating System Does Not Include a Matching Driver:

- When the operating system detects that a new device has been connected with the Plug and Play feature (after connecting it to a **USB port**
- But the operating system cannot determine the appropriate **driver** for this new device.
- The operating system runs a wizard program to find the driver for the new peripheral.
- You can determine where the driver for the new peripheral is located, whether this program is on a **CD** or another storage device.

Installing the Printer



► **First: Install a local printer**

directly connected to the computer that supports the plug and play feature

It's connected to the USB port then the plug and play feature will automatically install it.

► **Second: Install a non-plug and play printer:**

1. Access the **control panel**.
2. Select **Hardware and Sound**.
3. Open **Devices and Printers**.
4. Click on "**Add a printer**".
5. Press "**The printer that I desire is not listed**".
6. Select "**Add a local printer or network printer with manual settings**".



To Complete the Setup Process

1. Determine which port your printer is connected to:
 - For most **older printers** that connect to a **parallel port**, the correct choice is the **LPT1 port**.
 - **Modern printers** use the **USB port**.
2. Click "Next" to choose the appropriate driver.
3. From the list of drivers available in the Driver Store, you can choose the one that is compatible with your printer type.

Installation of HP LaserJet 5200 Series PCL5 Printer Driver

1. If you don't find the driver you need:
 - Click "**Have Disk**".
 - Browse your storage devices for the driver you need.
 2. If you don't have a driver to identify your printer or if you suspect that a newer version is available:
 - Click "**Windows Update**" to update the list of printers.
- After the update is complete, check the list again to see if your printer model is available.
- **The last step in the printer setup process is:**
- Give the printer a name. "The default name usually includes the manufacturer and model of the printer."
 - You can change this value to a more descriptive name now or later.



Lesson 05

Email



Email

- ✓ Email is a digital communication system used to send and receive messages between users over the Internet.
- ✓ It is one of the cloud computing tools.
- ✓ It is used to share texts, files, images, and other information.
- ✓ It is one of the most popular means of communication in the world.
- ✓ It is one of the indirect communication tools.



► Components of E-mail Address:

An e-mail address consists of three main components:

1- User name:

- It is the part that is located at the beginning of the email address.
- It is a name that the user chooses and specifies.
- The **user name** is a unique and distinctive name that is not reserved by anyone else.

2- The @ symbol (at sign):

It is a symbol that separates between:

- The user name
- The name of the email server (domain name) used.



3- Domain name:

- It is the name of the **email server** that hosts the email account.
- It is a place to store your email messages.



Advantages of using email

- ✓ **Speed:** Sending and receiving messages very quickly.
- ✓ **Cost:** Free in most cases.
- ✓ **Ease:** Easy to use with the ability to send a message to any number of recipients at the lowest cost.
- ✓ **Diversity:** Texts, files, images, and other information can be shared.
- ✓ **Reliability:** Messages arrive reliably in most cases.
- ✓ **Digital services:** Registration is done using email on the websites of service providers and digital products online.



Drawbacks of using email:

- ✓ **Hacking:** It can be hacked by hackers.
- ✓ **Spam:** You may receive unwanted messages.
- ✓ **Fraud:** You receive fraudulent messages.
- ✓ **Viruses:** Some emails may contain viruses or malware.
- ✓ **Privacy:** Emails may not be completely secure.

Providers of Email Services

There are many free email providers available, such as:

Hotmail / Outlook



Yahoo Mail



Gmail



Create an Email on Google:

- ✓ **Google** offers you many electronic services, including the email service.
- ✓ To create an email through the **Gmail service**.
- ✓ To obtain other Google services, you must create a **Google Account**.
- ✓ A Google Account consists of a **user name** and a **password**.
- ✓ Creating a Google Account enables you to log in to the **Gmail email service**.
- ✓ A Google Account also enables you to use other Google features and services such as: [**Google Meet, Google Docs, Google Drive, YouTube**]

► Gmail email interface:

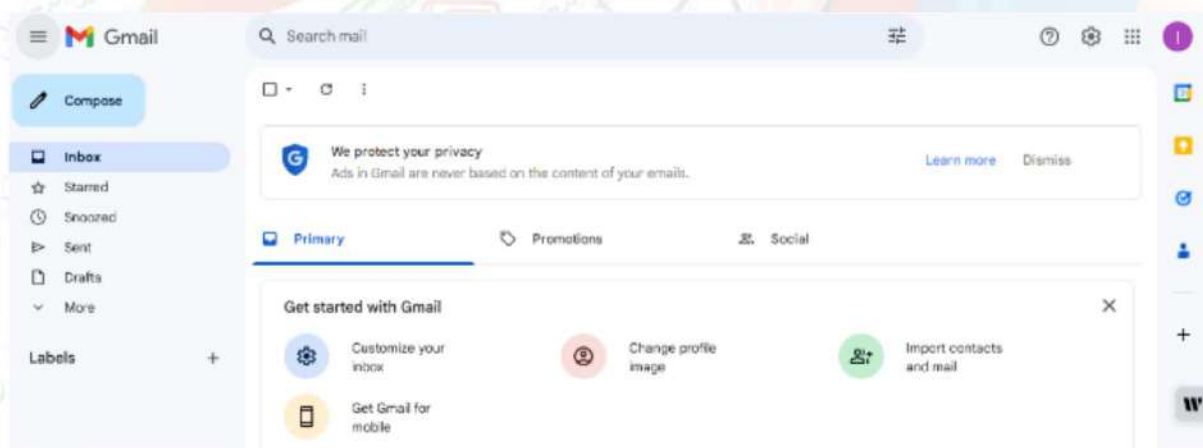
The default appearance of the Gmail email window is as follows:

- The Interface Language can be modified by:
 - Open settings and click "**See all settings** "
 - From the "**General**" menu, select the **Arabic language** under "**Gmail display language.**"
 - When you choose the Arabic language and click "**Save Changes,**"

The Gmail email interface appears in Arabic.

► To Sign Out of Your Gmail Account:

Click on your **profile picture icon** and then choose "**Sign out.**"



Lesson 06

cloud computing



Cloud computing

It is a model for providing digital services over the internet such as:

- **Cloud Storage Service:** Storing files and folders over the internet.
- **Software Service:** Making software applications available over the internet.
- **Electronic Resource Sharing Service:** Sharing and exchanging files with others over the internet.

Benefits of Cloud computing

1. **Ease of Access:** Cloud computing services can be obtained without the need to own a computer or mobile phone with high specifications, whether hardware components or software components.
2. **Availability of Service:** The user can access their data, files, and applications from anywhere with an internet connection.
3. **Reducing Material Costs:**
 - No need to purchase software licenses.
 - No need to purchase hardware with high specifications.
4. **Sharing Digital Resources with Others.**



Applications of Cloud Computing in Daily Life

Some examples of areas of using cloud computing applications in daily life:

► **Communication:**

Email: Use cloud email such as **Gmail, Outlook, and Yahoo Mail** daily to communicate with family, friends, and colleagues.

Social Networking: Communicate with others and share content on social media platforms such as **Facebook, Twitter, and Instagram**.



Messaging Services: Use applications such as **WhatsApp** and **Telegram** to communicate and share files and photos.

► Computer Storage:

File Storage Services: Use services such as **Google Drive** and **One Drive** to store, share, and access files anytime and anywhere.

Data Backup: Use cloud backup services to protect data from loss in case of any damage to devices.

► Producing Projects Using:

Word Processing Programs: Use cloud word processing programs such as **Google Docs**, **Microsoft Word Online** to create, edit, and share documents.



Spreadsheets: Use cloud spreadsheets such as **Google Sheets** and **Microsoft Excel Online** to organize, analyze data, and create charts.

► Education:

E-learning Platforms: Access educational materials and interact with teachers and students using platforms like the Ministry of Education platform.

Collaboration Tools: Use cloud collaboration tools like **Google Classroom** and **Microsoft Teams** to work on projects and assignments.

► Entertainment:

Video Streaming Services: Watch movies, TV shows, and programs using platforms such as **YouTube**.

Video Games: Play video games online on cloud platforms.

Cloud Music Services.



► Other Areas:

Online Shopping: Shop through e-commerce sites.

Online Banking: Use online banking to transfer money and pay bills.

Healthcare Services: Store medical records using cloud computing.

Data Processing and Storage in Cloud Computing

Data processing and storage in cloud computing depend on a huge infrastructure.

The steps of data processing and storage in computing can be summarized as follows:

- 1. Data Collection:** From different sources.
- 2. Data Transfer:** To cloud data centers.
- 3. Data Processing:** In cloud data centers and through powerful servers.
- 4. Data Storage:**
Data is stored on high-capacity storage units in cloud data centers.
- 5. Data Management:**
Managed by database management systems in cloud data centers.
- 6. Data Access:**
Can be accessed by users and applications through the Internet.



Requirements to Obtain Cloud Computing Services

1. A computer or mobile phone.
2. An internet browser or application.
3. An internet connection.
4. Create an account with one of the computing service providers.

The Most Famous Cloud Computing Service Providers:

- Amazon Web Services
- Microsoft Azure
- Google Cloud Platform



Lesson 07 Google Meet and Project Management



Google Meet:

It is a video conferencing service developed by Google; it enables users to:

- Conduct group video calls.
- Share screens.
- Chat.
- Collaborate in real time.
- Work together on joint projects among students.



How to access Google Meet ?

- From your PC via the link: <https://meet.google.com>.
- By downloading the "Google Meet" application for Android devices using the "Google Play Store."



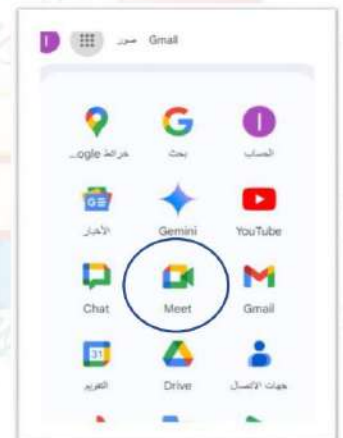
Create a meeting from Google Meet

To create a meeting from "Google Meet" there are several options:

First: You can start an instant meeting in "Google Meet" by:

Going to the main page of the "Google Meet" application and follow these steps:

1. Click on the "New meeting" button.
2. Click on "Start an instant meeting."
3. Click on the copy icon to share the meeting link.
4. Send the meeting link to the participants via one of the communication tools (email – WhatsApp...).



Second: Create a meeting for a later time:

The "Google Meet" application also enables you to create a meeting for a later time:

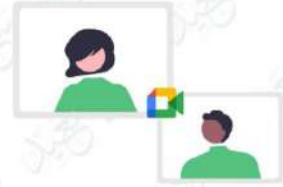
1. Click on "Create a meeting for a later time."
2. A small window will appear with a link to the session.
3. Copy the meeting link.
4. Send the link to the people you want to hold the meeting with.

Sometimes, you may need to approve the request of invitees to join the session. You will see a notification at the top of the page through which you can accept or reject the person's joining.



► Joining a meeting in “Google Meet”

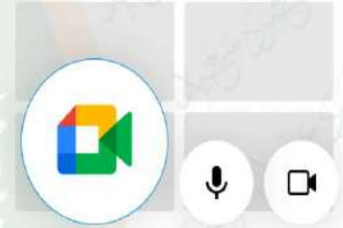
If you are invited to attend a meeting session “Google Meet” using a link:



- If the link is sent to you to join a session on “Google Meet,” you can access the session by clicking on the link directly.
- Sometimes, it may take some time to join until the meeting organizer approves your request to join the meeting.
- If you are invited to a meeting through a link, you should not send the meeting link to someone else, and you must ask the meeting owner’s permission.

► During a “Google Meet” meeting

During a “Google Meet”, whether you are the organizer or the invitee, there are features you can use during the meeting to make it organized, enjoyable and useful.



General rules to follow during the meeting:

1. While one participant is speaking, the rest of the participants must listen and turn off the microphone.
2. Raising your hand in the session to ask to speak helps organize sessions, talk and intervene in an organized and smooth manner. When you are allowed to speak, the microphone icon will open and you can speak.

Send messages in the session to participants.

You can communicate with the attendees in the session during a Google Meet meeting by clicking on the “In call messages” icon at the bottom of the page.

• Sharing the presentation with participants:

You can share your entire screen with participants or a specific window at the bottom of the page.

1. Click on the “Share screen” icon now.
 2. Click on one of the tabs (entire screen, window, or tab).
 3. Click on the Share button.
- **Stop sharing presentation:**
 - In the Google Meet window, click “Stop sharing.”



Lesson 08

Database Design



Databases

- A collection of data and information organized and linked to each other.
- It is similar to a library in which books are kept, but instead of books, data and information are stored.
- A database is used to store and retrieve information easily and efficiently. Information is stored and managed digitally using dedicated programs and applications.

► **The importance of databases in our lives:**

- 1- Saving students' information at school including: name, date of birth, home address, etc.
- 2- Saving medical records in hospitals including information like the patient's name, address, attending physician's name, and date of the patient's last visit.
- 3- Tracking inventory in stores including product name, manufacturer, manufacturing date, and price.

► **Advantages of using databases:**

- **Organization:** Easy storage and retrieval of data.
- **Efficiency:** Quick access to data.
- **Accuracy:** Ensuring data validity and reducing errors.
- **Security:** Protecting data from unauthorized access.
- **Sharing:** Making data available to multiple users.

► **Uses of databases**

- **Websites:** such as storing user and product data.
- **Data analysis:** such as analyzing big data.
- **Scientific research:** such as storing and analyzing experimental data.
- **Business applications:** such as customer relationship management systems and enterprise resource planning



Big Data

- The term **Big Data** refers to very large and diverse sets of structured, unstructured, and semi-structured data that continue to grow significantly over time.
- These data sets are so large and complex in terms of size, growth rate, diversity that traditional data management systems cannot store, process, and analyze them.
- The amount of data is increasing and growing rapidly due to the rapid development of digital technologies, such as:
 - Artificial Intelligence (AI).
 - The Internet of Things (IoT).
- As data continues to increase, expand, and spread new big data tools are emerging to help companies collect, process, and analyze data at the speed needed to get the most out of it.



Data Table

A Data Table is a basic element in building databases and is the only source of data within the database.

- A data table consists of rows and columns.
 - Each **row** represents a single **record** of data
 - Each **column** represents a specific **field** of data.



Creating a Data Table:

Many programs can create data tables, such as a "student grades" data table

	Student name	Arabic grade	English grade	Computer grade
1	Amr	19	18	19
2	Yasmin	20	17	16
3	Rami	15	19	14
4	Samar	17	18	16

Programs used to create a data table:

In Word: You can create a simple table, but you cannot get a record of all students whose names include the letter "Y."

In Excel: You can arrange and sort student grades and can perform simple calculations. But it is difficult to use if you have a large amount of complex data.



Microsoft Access: It is one of the applications used to create databases and builds a real database.

► When Microsoft Access is used?

We use Microsoft Access when:

1. You have a large amount of complex data.
2. You need to create relations between data.
3. You want to create custom applications to manage data.
4. You need higher data security.



Example of steps to design a "Student Grades" table:

1. Open the **Access application**.
2. Choose "**Blank desktop database**" to create a new blank database.
3. Type a name for the database, which is "**Student Results**".
4. Click "**Create**".

► Steps to Create a Table in Access

You can create a Table in Access by doing the following:

A- Table Design:

To write the names of the table fields and specify their data type.

To choose the "Table Design" style, follow these steps:

1. Choose "Create".
2. Choose the "Table Design".

Table Design Window Interface:

The Table Design window opens, and consists of:

1. To write the field name.
2. To choose the field data type.
3. Design display style.

B. Datasheet View:

To enter and view the table data:

1. Choose "**View**".
2. Choose "**Datasheet View**".



Primary Key

It is a field in a database table that is used to uniquely identify each record in that table, and the primary key value is never repeated within the same table.

Primary Key for the "Student Grades" table:

- The "ID" field was chosen as the primary key because it is an automatic number given to the student.
- Each student has a unique number that is not repeated by any other student.

Lesson 09

Forms & Queries



First: Forms in databases:

It is a graphical interface designed specifically to interact with data stored in the database. It is a screen that displays specific information from the database and allows the user to enter, modify or delete this information in an organized and convenient way.

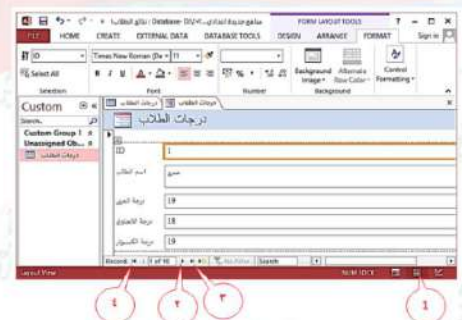
Create a form

- A new form can be created under the name "Enter Student Grades" using the Form Wizard.

► To create a form from the current table "Student Grades":

1- Click on the table name "Student Grades" in the Navigation Pane on the left of the screen and the data for the "Student Grades" table will appear on the right of the screen.

2- Choose the Create tab. 3- Click Form.



The Access program creates the form and through the form "the data for each student's record is displayed individually."



Layout View

1- The current window is called **Layout view**, where the data of the first record is displayed.

2- Click on the "**Next record**" icon to display the data of the next record.

3- Click on the "**Last record**" icon to display the data of the last record.

4- Click on the " " icon to display the data of the first record.



- The form is used to enter and modify data in the "Student Grades" table.
- All data entered through the form appears in the "Student Grades" table.
- Data can be entered through the spreadsheet or through the form.
- There are several other ways to create a form in an Access desktop database.

Second: Queries in databases

- Queries are tools used to obtain data from the database according to "**specific criteria or conditions**".
- Through the query, information can be obtained from the database based on the data stored in the database.

*Examples of Queries

1. Create a query to display data from a student's record.
2. Create a query to display a list of students who scored more than 18 marks in English.

- Access provides many methods that allow you to create a query, for example using the "Query Design" view:

- 1- It's the method that we will discuss and is appropriated for what is required to be created.
- 2- When using the Query Design method, you can have greater control over the details of the query design.

► Steps to create a new query using the "Query Design" Method

1. Choose the Create tab.
2. Click on "Query Design."
3. Select the table(s) or query to include in the design.
4. Click "Add" and then "Close, the "Design View" window will appear and divided into:

- The upper part contains the data source table.

- The lower part is the query design grid.



► Add a Field to the Design Grid

- Use the drag and drop method for the field name.
- Drag the field from the data source table in the upper part of the "Query Design" window to the design grid, specifically to the "Field" field row in the lower part of the "Query Design" window.
- When you add a field by drag and drop in the design grid, Access automatically fills the "Table" row in the design grid with the name of the table used, showing the data source of this field.
- Insert the rest of the table fields to the design grid as shown in the following screen.

► Execute the Query

1. On the "Design" tab.
2. Click on the "Run" icon in the "Results" group.
 - The query result appears in the form of a table, showing all student data.

► Result of Query Execution

- However, what is required is to create a query that shows the names of all students and the Arabic score only for each student.

► Hide a Field or Fields from the Query Result

- 1- From the "View" menu, choose "Design View", the query design window will appear.
- 2- Click on the ✓ sign in the "Show" row in the design grid below the columns computer score and English score.
- 3- This action hides the specified fields from appearing in the query result.
- 4- When you remove the ✓ sign, it means those fields will not appear when executing the query.
- 5- Click on the "Run" icon in the "Results" group, and the result will appear as required.

► Establishing Criteria or Conditions Within the Query

- The "Criteria" in a query helps you to identify specific items in an "Access" database.
- If a record matches all the criteria you entered in the query grid, the record will appear in the query results.



► How to Add Criteria or Conditions in a Query

1. Open the query in "**Design View**."
2. Type the criterion or criteria in the Criteria row.

Example:

you are required to create a query to show only the data of the student Yasmin's record.

Steps:

- 1- Type the search criterion "**Yasmin**" in the "**Student Name**" column in the **Criteria** field.
- 2- Write the condition in the column of the field "**Student Name**", and in the row **Criteria**.
- 3- Execute the query, the student record or records that meet the criterion or condition are displayed.

Lesson 10

Digital Project



Stages of Project Implementation

The stages of any successful project are divided into main interconnected stages, each of which contributes to achieving the desired goals.

► Stage One: Start the Project

- Determine a clear, achievable idea.
- Determine specific, measurable, and achievable goals.

► Stage Two: Plan the Project

- Develop detailed plans and studies that include a work plan.
- Develop a specific timetable for each stage of the project.
- Determine project requirements.

► Stage Three: Implement the project

- Form a work team.
- Assign roles and responsibilities to each individual.
- Start work, the actual implementation of the project begins according to the plans set.



► Stage Four: Access the project

- **Follow-up and evaluation:** The progress of the project is continuously monitored, performance is evaluated compared to the plan, and the necessary adjustments are made to the course of work.
- **Problem management:** Potential problems that may face the project are identified and proactive steps are taken to mitigate or avoid them.
- **Delivery and evaluation:** The final project outputs are delivered.
- **Documenting lessons learned:** All lessons learned from the project implementation experience are documented, to benefit from them in future projects.
- **Offering thanks and appreciation** to all those who contributed to the completion of the project.

Steps of one of the projects

► First: Project initiation stage:

Proposing ideas for projects:

Students propose ideas for some projects and the goal of each project.

Example:

The Great Nile River and the Rivers of the World.

Objectives:

- **Study of natural phenomena:** The study of rivers contributes to understanding natural phenomena related to the water cycle, such as floods and droughts, and their impact on climate and the environment.
- **History and heritage:** Rivers play an important role in the history and civilizations of peoples, and studying them helps to understand the development of civilizations and their interaction with the aquatic environment.
- Studying the Nile and other rivers is a journey rich in knowledge and benefit, contributing to a better understanding of the natural world, sustainable management of water resources, economic and social development, and enhancing human well-being.



► Second: Project planning stage:

Data and information you need to collect for the project:

1. Find the five most famous rivers in the world.
2. Design a table containing data for the five most famous rivers, including the name of the river, its length, the name of the source country, the name of the downstream country, the number of countries it passes through, and the name of the continent in which the river is located.
3. Find pictures of these rivers.
4. Find a video that shows information about these rivers.
5. Use reliable websites and reliable sources.
6. Use the Egyptian Knowledge Bank.
7. Find more information about each of the five rivers.
8. Ask your social studies teacher to verify the data and information you and your colleagues have collected.

Tools, devices, and applications required to prepare and equip for project:

1. Identify the computer and the required peripherals
2. Prepare and equip the applications and programs used
3. Determine the time period for the project
4. Identify direct and indirect communication tools to exchange ideas and opinions and exchange data and information
5. Identify reliable sources

► Third: Project implementation stage

- Forming work groups.
- Dividing tasks among colleagues.
- Determining the tasks of each colleague.
- Starting work to implement the project according to the plans set.

► Fourth: Project evaluation and assessment stage

1. Continuous follow-up by the teacher and the head of each group to monitor the progress of the project.
2. Identify the problems facing the working group in implementing the project and find solutions for them by the students and with the help of the teacher.
3. Collect the tasks, compile the project, and present it to the group to express their opinion and amend it if necessary.
4. Present the project of each working group to all students.
5. Students choose the best project.



6. Offer thanks and appreciation to all who contributed to the completion of the project.

Some applications and digital tools you need to implement the project:

- **Google Docs:** A cloud application to create a text file.
- **Google Sheets:** A cloud application to create a spreadsheet.
- **Google Slides:** A cloud application to create a presentation.



To use these applications and various Google cloud computing services, you must register with your account that you previously created.

Sign in using a Google Account to deal with Google Drive:

1. Type **Google.com** in the browser.
2. Click the Google apps icon.
3. Select the Drive icon.

- The following screen appears:

4. Enter the username.
5. Click "**Next.**"
6. Enter the password, then click "**Next.**"
7. To present the screen in front of you, click "**New.**"





First term Questions Bank



Question 01

choose the correct Answer

- 1 The software is responsible for managing the hardware components and running all other software.
 - a Antivirus
 - b Operating systems
 - c Painter
- 2 To express your opinion in an organized manner during a "Google Meet" meeting, you can click on
 - a Meeting link
 - b Hand icon
 - c Talk at any time
- 3 One of the disadvantages of using email is
 - a speed
 - b hacking
 - c cost
- 4 To help organize sessions, talk and intervene in an organized and smooth manner.....
 - a leave the meeting
 - b listen to the speaker
 - c speak at any time
- 5 Most modern cars and vehicles have operating systems to control various functions such as
 - a Information & navigation systems
 - b Point of sale
 - c Printing
- 6 To get one of the Gmail services, you must create
 - a . text file
 - b "Google Account"
 - c "Google Meet"
- 7 During a "Google Meet" meeting, and to organize the meeting, when speaking, you must
 - a speak at any time
 - b raise your hand
 - c leave the meeting
- 9 Removing a program means that you are..... the computer.
 - a copying all the program files to
 - b deleting all program files from
 - c pasting all the program files to
- 10 is an electronic device through which the customer can pay for the products he has purchased.
 - a POS Terminals
 - b ATMs
 - c Smartwatch
- 11 When you finish showing your screen during the meeting, you must click
 - a Talk without permission
 - b Stop sharing the presentation
 - c Share screens



- 12 Email is a
 (a) manual communication system (b) digital communication system (c) direct communication system
- 13 The service of sharing electronic resources via computing is known as.....
 (a) email sharing (b) computer storage (c) sharing & exchanging files with others over the Internet
- 14 You have been invited to a Google Meet meeting, to join the meeting you must click on.....
 (a) meeting address (b) meeting link (c) meeting image
- 15 One of the advantages of using email is
 (a) speed in sending and receiving messages very quickly (b) spam (c) viruses
- 16 devices are network equipment that require an operating system to operate.
 (a) Television (b) Printing (c) Routers
- 17 The "Google Meet" application is considered one of the ways of communication.
 (a) indirect (b) direct (c) slow
- 18 Services for storing, sharing and accessing files at any time and from anywhere are called
 (a) email (b) computing storage (c) Google Sheets
- 19 From email service providers is.....
 (a) Gmail (b) Paint (c) YouTube
- 20 We use cloud spreadsheets such as.....
 (a) Google Docs (b) Google Sheets (c) Google Classroom
- 21 To log out of your Gmail account, click on the..... icon.
 (a) Sign in (b) Sign out (c) Shutdown
- 22 Through you can make calls, group video, share screens, and chat.
 (a) "Google Account" (b) "Google Drive" (c) Google Meet



- 23** When you are invited to a meeting through a link, you must.....
- a** not send the meeting link to others **b** speak without permission **c** leave the meeting
- 24** Operating systems like Android TV, Tizen, webOS, etc. are used with devices.
- a** smart TV **b** server **c** print
- 25** The computer storage service is
- a** storing files and folders over the Internet **b** sharing and exchanging files **c** Google Classroom
- 26** We use cloud collaboration tools such as
- a** Google Docs **b** Google Classroom **c** Google Sheets
- 27** The software and application service over the Internet is known as.....
- a** enabling the use of software and applications over the Internet **b** sharing and exchanging files locally **c** email service
- 28** To create a meeting next week through Google Meet, you choose
- a** Start an instant meeting **b** Meeting for a later time **c** Sharing screens
- 29** We use cloud word processing programs such as.....
- a** Google Docs **b** Google Sheets **c** Google Classroom
- 30** Servers use operating systems like
- a** Android **b** Tizen **c** Linux
- 31** Communication is one of the areas of using cloud computing in daily life, and is done through
- a** Email **b** computer storage **c** Google Sheets
- 32** The most famous cloud computing service providers are
- a** Google Docs **b** Google Sheets **c** Google Cloud Platform
- 33** Electronic payment applications can be used within the app
- a** INSTAPAY **b** Email **c** WhatsApp



- 34 Google Meet" is
- (a) audio-only service (b) voice-only service (c) video conferencing service
- 35 Cloud computing is known as a model for providing
- (a) presentations (b) digital services over the Internet (c) Google Docs
- 36 One of the most important uses of email is
- (a) to scan paper (b) to share information (c) cyberbullying
- 37 To access the "Google Meet" service, you must have
- (a) Yahoo account (b) Google account (c) Bank account
- 38 When you download software from the Internet, the software is in the form of a/an which is used to install the software.
- (a) file (b) worksheet (c) image
- 39 One of "Google Meet" features is.....
- (a) sharing screens (b) talking at any time (c) indirect communication
- 40 Through email, you can
- (a) delete files (b) print files (c) use cloud computing applications
- 41 To invite others to a Google Meet meeting, you must send them.....
- (a) meeting address (b) meeting link (c) meeting image
- 42 Email is considered
- (a) one of the indirect communication tools (b) one of the direct communication tools (c) text file
- 43 When using the Egypt Digital Portal, it is considered as one of the
- (a) piracy forms (b) digital transformation tools (c) electronic assault forms
- 44 To express your opinion in an organized manner during a Google Meet meeting, you can
- (a) speak at any time (b) send a message (c) stop sharing the presentation



- 47 Removing unused programs leads to.....
- (a) slowing down the computer (b) saving storage space (c) stopping the computer
- 48 To install a new peripheral device, it is required to provide
- (a) information and data (b) drivers (c) images
- 49 Many programs come with a command
- (a) copy their installation (b) uninstall their installation (c) paste their installation
- 50 Modern operating systems include a list of for many accessory devices.
- (a) malware (b) viruses (c) drivers
- 51 Sensors are used in many tasks, including.....
- (a) Controlling temperatures. (b) Operating lights in different ways (c) Both a and b
- 52 From examples of renewable energy.....
- (a) Solar energy (b) Coal (c) Natural gas
- 53 You can use electronic payment applications through the application
- (a) INSTAPAY (b) WhatsApp (c) E-mail
- 54 To design a custom graphical interface to interact with data stored in the database, we use.....
- (a) forms (b) queries (c) tables
- 55 Removing unused programs helped to
- (a) Slowing down the computer (b) Saving storage space (c) Stopping the computer
- 56 Green technology and digital transformation tools work on.....
- (a) Increased pollution of environmental sources (b) Reducing damage to the surrounding environment (c) Increased cost of digital services
- 57 The most famous providers of cloud computing services are.....
- (a) Google Docs (b) Google Sheets (c) Google Cloud Platform
- 58 To quickly create the "Student Grades" table in your database, select Create, then select.....
- (a) Design (b) Form (c) Blank



- 59 Email is
 (a) Manual dialling system (b) Digital communication system (c) Viral system
- 60 To obtain data from a database according to specific conditions, we use
 (a) forms (b) queries (c) tables
- 61 Google Account consists of
 (a) User name and password. (b) User name only (c) Your friend's name
- 62 We determine the type of the grades fields statement from the type to perform a calculation on them.
 (a) Date (b) Text (c) Number
- 63 It is an electronic device through which the customer can pay for the products he has purchased
 (a) Point of sale terminals (b) ATMs (c) Smart watch
- 64 Use the method when creating a query to have more control over the design details.
 (a) Query Wizard (b) Form Design (c) Query Design
- 65 In a spreadsheet, each represents one record of data.
 (a) Row (b) column (c) cell
- 66 Email is considered
 (a) One of the direct communication tools (b) One of the indirect communication tools (c) Text file
- 67 You should use program if you have a large amount of complex data.
 (a) Excel (b) Access (c) Word
- 68 In the database table, we must determine for each the type of statement it contains
 (a) Row (b) Column (c) Cell

Question 02

put (√) or (×)

- 1 The primary key field is used to uniquely identify each record in the table. ()
- 2 Green technology tools contribute to increasing the rate of environmental pollution as a result of their use. ()



- 3 The concept of green buildings is given to institutions that can rationalize the consumption of their resources. ()
- 4 The idea of sensors in water taps depends only on stopping the water automatically ()
- 5 Removing unused programs increases the storage space on the disk. ()
- 6 Device security and protection are inherent features of the operating system ()
- 7 Electric cars are one of forms of green technology. ()
- 8 The operating system helps you uninstall the program. ()
- 9 A driver is a file or files that the operating system installs to use the new peripheral device with its full features. ()
- 10 A word processing program manages the computer hardware components. ()
- 11 To uninstall the program, use the Control Panel. ()
- 12 Desktop computers utilize operating systems like Microsoft Windows. ()
- 13 In the database table, we must specify for each column the type of statement it contains ()
- 14 Smart TVs operate on platforms like Android TV and Tizen. ()
- 15 We use databases to track inventory in stores ()
- 16 Using wearable devices like smartwatches and fitness trackers does not necessitate an operating system. ()
- 17 Operating systems support many devices attached to the computer such as the printer and webcam. ()
- 18 We use the "Datasheet View" of the table to enter and display the table data. ()
- 19 The primary key value can be repeated within the same table. ()
- 20 While you are preparing and getting ready to implement your project on your computer, you must make sure that the required programs are on the device. ()
- 21 A data table is a non-essential element in building databases. ()
- 22 Many programs come with their own removal or uninstallation command. ()
- 23 We use the Query Design view to display the query results. ()
- 24 Databases are used to save student data in school. ()
- 25 When the operating system automatically detects the new peripheral device, it installs the appropriate driver for the peripheral device. ()



- 26 The Query Design View window is divided into three parts. ()
- 27 Modern operating systems do not include a list of drivers for many accessory devices. ()
- 28 We specify the type of the statement of the degrees fields "Number" to perform a calculation on it. ()
- 29 We use the "Design View" of the table to write the names of the table fields and determine the type of statement. ()
- 30 We use "Microsoft Access" when we have a large amount of complex data. ()
- 31 The form is a graphical interface designed to interact with data stored in the database. ()
- 32 Databases are a collection of data and information that are not related to each other. ()
- 33 A data table is the only source of data within a database. ()
- 34 The Query Design window is divided into two parts; the lower part is the data source table ()
- 35 A database is an organized collection of data related to a specific subject ()
- 36 It is difficult to use databases on websites. ()
- 37 A new form can be Created under the name "Enter Student Grades" using the Form Wizard ()
- 38 There are several other ways to create a form in an "Access" desktop database. ()
- 39 All data entered through the form does not appear in the "Student Grades" table ()
- 40 Databases are information stored and managed manually using dedicated programs and applications. ()
- 41 Data can be entered through the spreadsheet or through the form. ()
- 42 The Query Design window is divided into two parts, the upper part is the query design grid ()
- 43 We use the form to enter, modify or delete this information in an organized and convenient way. ()
- 44 We determine the type of statement for the student name field "Text" to perform calculations on it. ()
- 45 Green technology tools contribute to increasing the rate of environmental pollution as a result of their use ()
- 46 Electric cars are one of the forms of green technology ()
- 47 A spreadsheet is a non-essential element in building databases. ()
- 48 Point of sale terminals are electronic devices through which the customer can pay for the products he has purchased. ()



- 49 When you use the Digital Egypt Portal, this is considered one of the irresponsible uses of websites. ()
- 50 The concept of green buildings is given to institutions that can rationalize the consumption of their resources. ()
- 51 From one of the electronic payment applications E-MAIL. ()
- 52 Reducing the waste produced by reusing and repairing products is called waste recycling. ()
- 53 Using wearable devices such as smart watches does not require an operating system. ()
- 54 Examples of green technology and digital transformation applications together are smart cities ()
- 55 Green buildings lead to increased energy consumption. ()
- 56 Smart TVs run on operating systems such as Android TV and Tizen ()
- 57 Green technology does not help accelerate the digital transformation process. ()
- 58 Servers use operating systems such as Linux OS. ()
- 59 Among the applications of green technology and digital transformation is precision agriculture. ()
- 60 Green technology and digital transformation tools work to reduce the damage to the surrounding environment. ()
- 61 The program can be uninstalled through the Control Panel ()
- 62 The hardware components of a computer are managed by a word processing program. ()
- 63 One of the disadvantages of using email is spam ()
- 64 Antivirus software is responsible for managing the hardware components and running all other software ()
- 65 When the operating system automatically detects a new peripheral device, it installs the appropriate driver for the peripheral device. ()
- 66 One of the most important uses of email is exchanging messages and attachments. ()
- 67 Removing unused programs increases the amount used on the hard disk. ()
- 68 An email cannot be sent to more than one person in a single sending process ()
- 69 Operating systems support many devices attached to the computer such as printers, webcams ()
- 70 Databases are difficult to use on websites. ()
- 71 Many programs come with their own removal or uninstallation command. ()
- 72 The operating system helps you uninstall the program. ()



- 73 Plug and Play is when the operating system shuts down the computer. ()
- 74 - YouTube is one of the email service providers ()
- 75 An example of cloud word processing programs is Google Docs ()
- 76 One of the advantages of using email is ease of use. ()
- 77 Uninstall program Unused slow down the computer. ()
- 78 One of the email service providers is Gmail. ()
- 79 Modern systems do not include a list of drivers for many peripheral devices. ()
- 80 To log out of your Gmail account, click on the Sign in icon ()
- 81 Email is considered a direct communication tool. ()
- 82 The Google Meet application is one of the methods of direct communication ()
- 83 To obtain one of the Gmail services, you must create a Google Account. ()
- 84 Email is considered a manual communication system. ()
- 85 File storage, sharing, and access services at any time and from anywhere are called cloud storage. ()
- 86 When you are invited to attend a "Google Meet" meeting, an invitation must be sent to you ()
- 87 The username is a unique and distinctive name that is not reserved by anyone else. ()
- 88 Cloud computing is defined as a model for designing databases ()
- 89 Software service (applications) over the Internet is defined as sharing and exchanging files locally ()
- 90 The service of sharing electronic resources via computing is defined as sharing and exchanging files with others over the Internet. ()
- 91 To access the "Google Meet" service, you must have a bank account ()
- 92 To invite others to a Google Meet meeting, you must send them the meeting link ()
- 93 Through Google Docs, you can make group video calls, share screens and chat. ()

انتهت الأسئلة مع أطيّب الأمنيات بالنجاح والتوفيق

تتضمن أسئلة الشيت أسئلة كتاب المدرسة و أسئلة التقييمات الوزارية وكافة الأسئلة الرسمية





First term Questions Bank



Question 01

choose the correct Answer

- 1 The software is responsible for managing the hardware components and running all other software.
 - a Antivirus
 - b Operating systems
 - c Painter
- 2 To express your opinion in an organized manner during a "Google Meet" meeting, you can click on
 - a Meeting link
 - b Hand icon
 - c Talk at any time
- 3 One of the disadvantages of using email is
 - a speed
 - b hacking
 - c cost
- 4 To help organize sessions, talk and intervene in an organized and smooth manner.....
 - a leave the meeting
 - b listen to the speaker
 - c speak at any time
- 5 Most modern cars and vehicles have operating systems to control various functions such as
 - a Information & navigation systems
 - b Point of sale
 - c Printing
- 6 To get one of the Gmail services, you must create
 - a . text file
 - b "Google Account"
 - c "Google Meet"
- 7 During a "Google Meet" meeting, and to organize the meeting, when speaking, you must
 - a speak at any time
 - b raise your hand
 - c leave the meeting
- 9 Removing a program means that you are..... the computer.
 - a copying all the program files to
 - b deleting all program files from
 - c pasting all the program files to
- 10 is an electronic device through which the customer can pay for the products he has purchased.
 - a POS Terminals
 - b ATMs
 - c Smartwatch
- 11 When you finish showing your screen during the meeting, you must click
 - a Talk without permission
 - b Stop sharing the presentation
 - c Share screens



- 12 Email is a
- (a) manual communication system (b) digital communication system (c) direct communication system
- 13 The service of sharing electronic resources via computing is known as.....
- (a) email sharing (b) computer storage (c) sharing & exchanging files with others over the Internet
- 14 You have been invited to a Google Meet meeting, to join the meeting you must click on.....
- (a) meeting address (b) meeting link (c) meeting image
- 15 One of the advantages of using email is
- (a) speed in sending and receiving messages very quickly (b) spam (c) viruses
- 16 devices are network equipment that require an operating system to operate.
- (a) Television (b) Printing (c) Routers
- 17 The "Google Meet" application is considered one of the ways of communication.
- (a) indirect (b) direct (c) slow
- 18 Services for storing, sharing and accessing files at any time and from anywhere are called
- (a) email (b) computing storage (c) Google Sheets
- 19 From email service providers is.....
- (a) Gmail (b) Paint (c) YouTube
- 20 We use cloud spreadsheets such as.....
- (a) Google Docs (b) Google Sheets (c) Google Classroom
- 21 To log out of your Gmail account, click on the..... icon.
- (a) Sign in (b) Sign out (c) Shutdown
- 22 Through you can make calls, group video, share screens, and chat.
- (a) "Google Account" (b) "Google Drive" (c) Google Meet



- 23 When you are invited to a meeting through a link, you must.....
- (a) not send the meeting link to others (b) speak without permission (c) leave the meeting
- 24 Operating systems like Android TV, Tizen, webOS, etc. are used with devices.
- (a) smart TV (b) server (c) print
- 25 The computer storage service is
- (a) storing files and folders over the Internet (b) sharing and exchanging files (c) Google Classroom
- 26 We use cloud collaboration tools such as
- (a) Google Docs (b) Google Classroom (c) Google Sheets
- 27 The software and application service over the Internet is known as.....
- (a) enabling the use of software and applications over the Internet (b) sharing and exchanging files locally (c) email service
- 28 To create a meeting next week through Google Meet, you choose
- (a) Start an instant meeting (b) Meeting for a later time (c) Sharing screens
- 29 We use cloud word processing programs such as.....
- (a) Google Docs (b) Google Sheets (c) Google Classroom
- 30 Servers use operating systems like
- (a) Android (b) Tizen (c) Linux
- 31 Communication is one of the areas of using cloud computing in daily life, and is done through
- (a) Email (b) computer storage (c) Google Sheets
- 32 The most famous cloud computing service providers are
- (a) Google Docs (b) Google Sheets (c) Google Cloud Platform
- 33 Electronic payment applications can be used within the app
- (a) INSTAPAY (b) Email (c) WhatsApp



- 34 Google Meet" is
- (a) audio-only service (b) voice-only service (c) video conferencing service
- 35 Cloud computing is known as a model for providing
- (a) presentations (b) digital services over the Internet (c) Google Docs
- 36 One of the most important uses of email is
- (a) to scan paper (b) to share information (c) cyberbullying
- 37 To access the "Google Meet" service, you must have
- (a) Yahoo account (b) Google account (c) Bank account
- 38 When you download software from the Internet, the software is in the form of a/an which is used to install the software.
- (a) file (b) worksheet (c) image
- 39 One of "Google Meet" features is.....
- (a) sharing screens (b) talking at any time (c) indirect communication
- 40 Through email, you can
- (a) delete files (b) print files (c) use cloud computing applications
- 41 To invite others to a Google Meet meeting, you must send them.....
- (a) meeting address (b) meeting link (c) meeting image
- 42 Email is considered
- (a) one of the indirect communication tools (b) one of the direct communication tools (c) text file
- 43 When using the Egypt Digital Portal, it is considered as one of the
- (a) piracy forms (b) digital transformation tools (c) electronic assault forms
- 44 To express your opinion in an organized manner during a Google Meet meeting, you can
- (a) speak at any time (b) send a message (c) stop sharing the presentation



- 47 Removing unused programs leads to.....
- (a) slowing down the computer (b) saving storage space (c) stopping the computer
- 48 To install a new peripheral device, it is required to provide
- (a) information and data (b) drivers (c) images
- 49 Many programs come with a command
- (a) copy their installation (b) uninstall their installation (c) paste their installation
- 50 Modern operating systems include a list of for many accessory devices.
- (a) malware (b) viruses (c) drivers
- 51 Sensors are used in many tasks, including.....
- (a) Controlling temperatures. (b) Operating lights in different ways (c) Both a and b
- 52 From examples of renewable energy.....
- (a) Solar energy (b) Coal (c) Natural gas
- 53 You can use electronic payment applications through the application
- (a) INSTAPAY (b) WhatsApp (c) E-mail
- 54 To design a custom graphical interface to interact with data stored in the database, we use.....
- (a) forms (b) .queries (c) tables
- 55 Removing unused programs helped to
- (a) Slowing down the computer (b) Saving storage space (c) Stopping the computer
- 56 Green technology and digital transformation tools work on.....
- (a) Increased pollution of environmental sources (b) Reducing damage to the surrounding environment (c) Increased cost of digital services
- 57 The most famous providers of cloud computing services are.....
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- 58 To quickly create the "Student Grades" table in your database, select Create, then select.....
- (a) Design (b) Form (c) Blank



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- ☐ a Manual dialling system ☐ b Digital communication system ☐ c Viral system
- 60 To obtain data from a database according to specific conditions, we use
- ☐ a forms ☐ b queries ☐ c tables
- 61 Google Account consists of
- ☐ a User name and password. ☐ b User name only ☐ c Your friend's name
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- ☐ a Date ☐ b Text ☐ c Number
- 63 It is an electronic device through which the customer can pay for the products he has purchased
- ☐ a Point of sale terminals ☐ b ATMs ☐ c Smart watch
- 64 Use the method when creating a query to have more control over the design details.
- ☐ a Query Wizard ☐ b Form Design ☐ c Query Design
- 65 In a spreadsheet, each represents one record of data.
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- ☐ a One of the direct communication tools ☐ b One of the indirect communication tools ☐ c Text file
- 67 You should use program if you have a large amount of complex data.
- ☐ a Excel ☐ b Access ☐ c Word
- 68 In the database table, we must determine for each the type of statement it contains
- ☐ a Row ☐ b Column ☐ c Cell

Question 02

put (√) or (×)

- 1 The primary key field is used to uniquely identify each record in the table. 
- 2 Green technology tools contribute to increasing the rate of environmental pollution as a result of their use. 



- 3 The concept of green buildings is given to institutions that can rationalize the consumption of their resources. ✓
- 4 The idea of sensors in water taps depends only on stopping the water automatically ✗
- 5 Removing unused programs increases the storage space on the disk. ✓
- 6 Device security and protection are inherent features of the operating system ✓
- 7 Electric cars are one of forms of green technology. ✓
- 8 The operating system helps you uninstall the program. ✓
- 9 A driver is a file or files that the operating system installs to use the new peripheral device with its full features. ✓
- 10 A word processing program manages the computer hardware components. ✗
- 11 To uninstall the program, use the Control Panel. ✓
- 12 Desktop computers utilize operating systems like Microsoft Windows. ✓
- 13 In the database table, we must specify for each column the type of statement it contains ✓
- 14 Smart TVs operate on platforms like Android TV and Tizen. ✗
- 15 We use databases to track inventory in stores ✓
- 16 Using wearable devices like smartwatches and fitness trackers does not necessitate an operating system. ✗
- 17 Operating systems support many devices attached to the computer such as the printer and webcam. ✓
- 18 We use the "Datasheet View" of the table to enter and display the table data. ✓
- 19 The primary key value can be repeated within the same table. ✗
- 20 While you are preparing and getting ready to implement your project on your computer, you must make sure that the required programs are on the device. ✓
- 21 A data table is a non-essential element in building databases. ✗
- 22 Many programs come with their own removal or uninstallation command. ✓
- 23 We use the Query Design view to display the query results. ✗
- 24 Databases are used to save student data in school. ✓
- 25 When the operating system automatically detects the new peripheral device, it installs the appropriate driver for the peripheral device. ✓



- 26 The Query Design View window is divided into three parts. ☐
- 27 Modern operating systems do not include a list of drivers for many accessory devices. ☐
- 28 We specify the type of the statement of the degrees fields "Number" to perform a calculation on it. ☒
- 29 We use the "Design View" of the table to write the names of the table fields and determine the type of statement. ☒
- 30 We use "Microsoft Access" when we have a large amount of complex data. ☒
- 31 The form is a graphical interface designed to interact with data stored in the database. ☒
- 32 Databases are a collection of data and information that are not related to each other. ☐
- 33 A data table is the only source of data within a database. ☒
- 34 The Query Design window is divided into two parts; the lower part is the data source table ☐
- 35 A database is an organized collection of data related to a specific subject ☒
- 36 It is difficult to use databases on websites. ☐
- 37 A new form can be Created under the name "Enter Student Grades" using the Form Wizard ☒
- 38 There are several other ways to create a form in an "Access" desktop database. ☒
- 39 All data entered through the form does not appear in the "Student Grades" table ☐
- 40 Databases are information stored and managed manually using dedicated programs and applications. ☐
- 41 Data can be entered through the spreadsheet or through the form. ☒
- 42 The Query Design window is divided into two parts, the upper part is the query design grid ☐
- 43 We use the form to enter, modify or delete this information in an organized and convenient way. ☒
- 44 We determine the type of statement for the student name field "Text" to perform calculations on it. ☐
- 45 Green technology tools contribute to increasing the rate of environmental pollution as a result of their use ☐
- 46 Electric cars are one of the forms of green technology ☒
- 47 A spreadsheet is a non-essential element in building databases. ☐
- 48 Point of sale terminals are electronic devices through which the customer can pay for the products he has purchased. ☒



- 49 When you use the Digital Egypt Portal, this is considered one of the irresponsible uses of websites. ☐
- 50 The concept of green buildings is given to institutions that can rationalize the consumption of their resources. ☒
- 51 From one of the electronic payment applications E-MAIL. ☐
- 52 Reducing the waste produced by reusing and repairing products is called waste recycling. ☒
- 53 Using wearable devices such as smart watches does not require an operating system. ☐
- 54 Examples of green technology and digital transformation applications together are smart cities ☒
- 55 Green buildings lead to increased energy consumption. ☐
- 56 Smart TVs run on operating systems such as Android TV and Tizen ☒
- 57 Green technology does not help accelerate the digital transformation process. ☐
- 58 Servers use operating systems such as Linux OS. ☒
- 59 Among the applications of green technology and digital transformation is precision agriculture. ☒
- 60 Green technology and digital transformation tools work to reduce the damage to the surrounding environment. ☒
- 61 The program can be uninstalled through the Control Panel ☒
- 62 The hardware components of a computer are managed by a word processing program. ☐
- 63 One of the disadvantages of using email is spam ☒
- 64 Antivirus software is responsible for managing the hardware components and running all other software ☐
- 65 When the operating system automatically detects a new peripheral device, it installs the appropriate driver for the peripheral device. ☒
- 66 One of the most important uses of email is exchanging messages and attachments. ☒
- 67 Removing unused programs increases the amount used on the hard disk. ☐
- 68 An email cannot be sent to more than one person in a single sending process ☐
- 69 Operating systems support many devices attached to the computer such as printers, webcams ☒
- 70 Databases are difficult to use on websites. ☐
- 71 Many programs come with their own removal or uninstallation command. ☒
- 72 The operating system helps you uninstall the program. ☒



- 73 Plug and Play is when the operating system shuts down the computer. ☐
- 74 - YouTube is one of the email service providers ☐
- 75 An example of cloud word processing programs is Google Docs ☒
- 76 One of the advantages of using email is ease of use. ☒
- 77 Uninstall program Unused slow down the computer. ☐
- 78 One of the email service providers is Gmail. ☒
- 79 Modern systems do not include a list of drivers for many peripheral devices. ☐
- 80 To log out of your Gmail account, click on the Sign in icon ☐
- 81 Email is considered a direct communication tool. ☐
- 82 The Google Meet application is one of the methods of direct communication ☒
- 83 To obtain one of the Gmail services, you must create a Google Account. ☒
- 84 Email is considered a manual communication system. ☐
- 85 File storage, sharing, and access services at any time and from anywhere are called cloud storage. ☒
- 86 When you are invited to attend a "Google Meet" meeting, an invitation must be sent to you ☒
- 87 The username is a unique and distinctive name that is not reserved by anyone else. ☒
- 88 Cloud computing is defined as a model for designing databases ☐
- 89 Software service (applications) over the Internet is defined as sharing and exchanging files locally ☐
- 90 The service of sharing electronic resources via computing is defined as sharing and exchanging files with others over the Internet. ☒
- 91 To access the "Google Meet" service, you must have a bank account ☐
- 92 To invite others to a Google Meet meeting, you must send them the meeting link ☒
- 93 Through Google Docs, you can make group video calls, share screens and chat. ☐

انتهت الأسئلة مع أطيب الأمنيات بالنجاح والتوفيق

تتضمن أسئلة الشيت أسئلة كتاب المدرسة و أسئلة التقييمات الوزارية وكافة الأسئلة الرسمية



حمل الآن

مجانا وحصريا

المراجعة رقم (4)

الترم الاول



Theme 1 :Lesson 1: Green Technology



Green Technology: (sustainable technology or clean technology is based on technological tools that help protect the environment,

The role of green technology in Egypt:

Electric cars operate using batteries
utilizing electric vehicles as an alternative to traditional fuel-powered cars
decrease the emission of harmful substances from car exhausts and minimize fuel consumption.

Fields of using green technology:

Renewable Energy
Waste Recycling
Rationalization of energy consumption and responsible utilization
Water Treatment

1-Renewable Energy:

Bioenergy	geothermal	Hydropower	Wind energy	Solar energy
Using solar panels	Using wind turbines to	Using dams	Using geothermal heat	Using organic materials

2-Rationalization of energy consumption and responsible utilization:

Green Building
Utilizing energy-efficient
Smart transportation

3-Waste Recycling

rich compost to enhance soil fertility
Transforming organic waste into nutrient
The recycling of materials

4-Water Treatment

Repairing water leaks
drip irrigation
Purifying contaminated water

Benefits of green technology

Preservation of the environment from climate change "electric car"
Resource Conservation (Water – Electricity)

1

عمل واعداد جروب فريق اصداقاء الكمبيوتر المتخصص / حنان علام تنسيق / شيماء البواب

Resource Conservation (Water – Electricity)



"Body sensors" on/off

Solar energy" technology relies on photovoltaic panels

Sensors are used in many tasks

regulating temperatures

operating the lights through various methods

detecting smoke from fires

Theme 1 :Lesson 2: Digital transformation and its importance in our daily lives

Digital Transformation:

*The combination of digital technology into all aspects of business to enhance workflow efficiency, lower costs, and innovate products and services.

* is a national project Citizens can obtain all their services through the internet and mobile applications.

The importance of digital transformation

1. Enhancing efficiency and productivity
2. Enhancing the quality of services and products offered to customers.
3. Enhancing sales and revenues
4. Sustaining competitiveness
5. Innovation and creativity
6. Enhancing decision-making
7. Minimizing energy and resource consumption.
8. Creating new employment opportunities

Digital transformation's Tools

-Workflow management tools

-Electronic payment tools

-Collaboration and communication tools

-e-learning tools

-AI and Machine Learning Tools

-Cloud Computing Tools

-Cyber Security Tools

Digital Egypt platform : is a governmental digital platform offering various electronic services to citizens.

Electronic payment methods such as:

1-Electronic payment cards

2-INSTAPAY application

2

عمل واعداد جروب فريق اصداقاء الكمبيوتر المتخصص / حنان علام تنسيق / شيماء البواب

Collaboration and Communication Tools: A video conferencing application - similar to Zoom & Google Meet.

The relationship between green technology and digital transformation:

Digital transformation is closely linked to green technology with the aim of supporting sustainability.

They complement each other and contribute to achieving common goals.



Benefits of integrating green technology with digital transformation:

Speeding up the process of the digital transformation.

Enhancing the efficiency of green technology

Theme 1 :Lesson 3: Operating

Operating system definition:

Interface between user, hardware ,software Responsible for managing the hardware components and all software.

Helping the user to accomplish his various tasks easily and smoothly

Examples of modern electronic devices and smart devices, along with the operating systems used:

Personal computers Microsoft Windows	Mobile Devices iOS- Android	Servers Linux Microsoft Windows	Gaming Consoles Gaming Console Switch ... PlayStation
Wearable Devices smartwatches – fitness trackers use	Embedded Systems (ATM((POS)	Automotive Systems Modern cars and vehicles	
Industrial Control Systems Industrial control	webOS... Tizen... AndroidTV	Network Devices Routers, switches	

- Industrial control systems work on the following:

- Control and monitor the progress of industrial processes.
- Provide a safe environment for health and operational safety.



The program does this itself, as many programs come with their own removal or uninstallation command.

through the Control Panel, where the operating system helps you uninstall the program.

Note: Removing unused programs saves disk storage space and speeds up and eases the use of the device.

☐ **Installing a new device:**

→ In many cases, new devices include:-

* CD or DVD for setup that contains driver files and utility

Plug and Play Device Installation

The operating system runs a wizard program to find the driver for the new peripheral device.

Theme 1 :Lesson 5: E - Mail

Definition of Email:- It is a digital communication system used to send and receive messages over the Internet.

☐ It is one of the cloud computing tools used to share texts, files, images and other information.

☐ It is one of the most popular means of communication in the world.

☐ It is one of the indirect communication tools.

Components of E-mail address



Advantages of using email



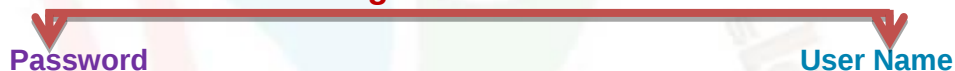
Drawbacks of using email



Providers of Email Services



Google Account:



A Google account also allows you to use other Google services such as:

YouTube ,GoogleDrive,GoogleDocs,GoogleMeet.

☐ Signout of your Gmail account

Click on your profile picture icon and then choose 'Sign out'

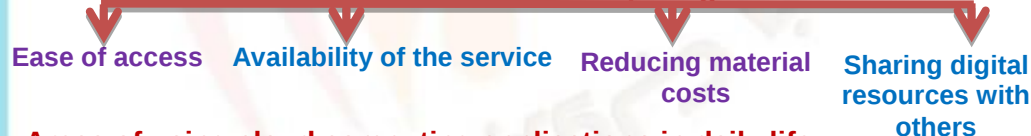
Theme 1 :Lesson 6: Cloud Computing

Cloud computing: It is a model for providing digital services over the Internet.

Such as:

- ▽ Cloud storage service or computer storage
- ▽ Software service (applications) over the Internet
- ▽ Electronic resource sharing service

Benefits of Cloud computing:



Areas of using cloud computing applications in daily life

Communication

- ☐ Email ☐ Social networking
- ☐ Messaging services

Producing projects by using:

- ☐ Word processing programs
- ☐ Spreadsheets

File storage services

- ☐ Drive to store, share ☐ Data backup

Education:

- ☐ E-learning platforms. ☐ Collaboration tools

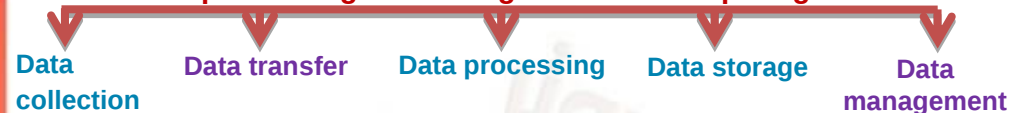
Entertainment:

Video streaming services - Video games - Cloud music services

Other areas:

☐ Online shopping ☐ Online banking ☐ Healthcare services

Data processing and storage in cloud computing:



Requirements to obtain cloud:



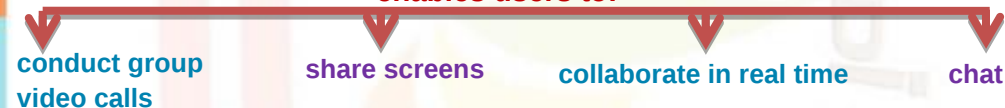
computing service providers:



Theme 1 :Lesson 7: Google Meet and Project

GoogleMeet:It is a video conferencing service developed by Google

enables users to:-



Going to the main page of the "Google Meet" application and follow these steps:

- 1.Click on the "New meeting" button.
- 2.Click on Start an instant meeting.
- 3.Click on the copy icon to share the meeting link.
- 4.Send the meeting link via one of the communication tools.

Create a meeting for a later time:

- ☐ Follow the same previous steps to create an instant meeting.
 - ☐ Click on "Create a meeting for a later time".
 - ☐ A small window will appear with a link to the session.
 - ☐ Copy the meeting link.
- Send the link to the people you want to hold the meeting with.

- ☐ General rules to follow during the meeting
- ☐ Raising your hand in the session to ask to speak
- ☐ Send messages in the session to participants
- ☐ Sharing the presentation with participants



DataBase:

A collection of data and information organized ,linked toeach other. It is similar to a libraryis used to store and retrieve information easilyand efficiently.

Information is stored and managed digitally

The importance of databases in our lives:

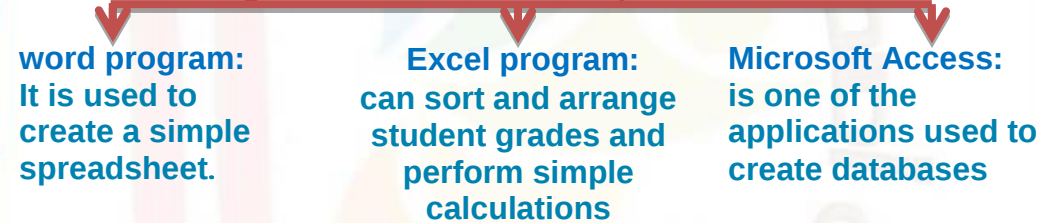


Big Data:

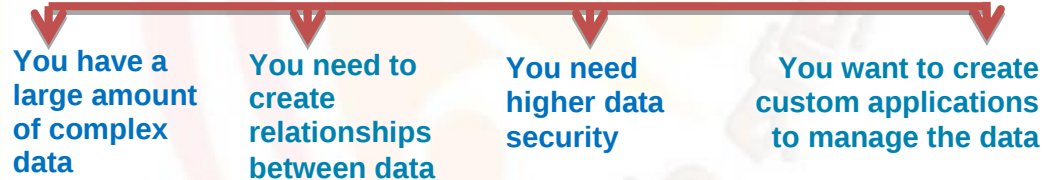
to very large and diverse sets of structured, unstructured and semi-structured data that continue to grow significantly overtime.

- Theamount of data is increasing and growing

Programs used to create a spreadsheet:-



We use Microsoft Access when:-



You can create a database by following these steps:

- 1- Open the software application Access.
- 2- ChooseBlank desktop database.

You can create a Table in Access by doing the following:

A- Table Design: To write the names of the table fields and specify their data type.

B- Datasheet View: To enter and display the table data.

A- Table Design:To choose the "Table Design" style, follow following steps:

- 1- Choose "CREATE".
- 2-Choose the "Table Design" .

B- Datasheet View To enter and view the table data.

- 1- Choose "View
- 2-Choose"Datasheet View"

□ Primary Key:

→ It is a field in a database table that is used to uniquely identify eachrecord in that table, and the primary key value is never repeated within the same table

Form:

It is a graphical interface designed specifically to interact with data stored in the database

- 1- Choose the Create tab.

- 2-Click Form:

Queries :

are tools used to obtain data from the database according to"specific criteria or conditions

- 2- Choose the Create tab

- 2-Click on Query Design

Execute the query:

- On the Design tab
 - Click on the Run icon in the Results group
- To add Criteria toa query, you must:
- Open the query in Design View.
 - Type the criterion or criteria in the Criteria row.



Put (√) or (X)

- 1- Green technology tools contribute to increasing the emission rate ()
- 2 -The idea of sensors in water taps is based on stopping the water automatically ()
- 3- Electric cars are considered a form of green technology ()
- 4- The concept of green buildings refers to organizations that are able to conserve resources. ()
- 5- Reducing the waste produced by reusing and repairing products is called waste management. ()
- 6- Green buildings lead to increased energy consumption ()
- 7- Green technology does not help speed up the process of digital transformation. ()
- 8- One of the applications of green technology and digital transformation is precision agriculture. ()
- 9 -Using Egypt's digital platform is one of the irresponsible uses of the internet. ()
- 10- Examples of green technology applications and digital transformation include smart cities. ()
- 11- Green technology and digital transformation tools minimize the impact on the surrounding environment. ()
- 12- From one of the E-MAIL e-payment applications. ()
- 13- The physical components of a computer are managed by a word processing program ()
- 14- Smart TVs run on operating systems such as Android TV -Tizen ()
- 15- The physical components of the PC are managed through a word processing program ()
- 16- Wearable devices such as smartwatches and fitness trackers do not require an operating system. ()
- 17- Servers use the Linux operating system. ()
- 18- Anti-virus software is responsible for managing the hardware and ()

- 19 –A point of sale terminal is an electronic device through which a customer can pay for the products he/she has purchased. ()
- 20 –The use of wearable devices such as smartwatches does not require an operating system ()
- 21 –Removing unused software causes your computer to slow down. ()
- 22 –Removing unused software increases disk space. ()
- 23 – Plug and Play is when the operating system shuts down the computer ()
- 24 – The operating system helps you uninstall the software. ()
- 25 – Many programs come with their own uninstall command ()
- 26 – Modern operating systems do not include a list of Driver Drivers for many peripheral devices ()
- 27 – Driver is a file or files that the operating system installs in order to use the attached device to its full potential ()
- 28 – When the operating system automatically detects a new peripheral device, it installs the appropriate driver ()
- 29 – Operating systems support many peripheral devices such as a printer, webcam, etc. ()
- 30 – Software can be uninstalled through the Control Panel ()
- 31 – Many programs come with their own uninstallation command ()
- 32 – From email service providers You Tube ()
- 33 – To access Gmail services, you must create a Google account ()
- 34 – One of the advantages of using email is its ease of use ()
- 35 – Email is a manual communication system ()
- 36 – One of the main uses of email is to exchange messages and attachments ()
- 37 – An email cannot be sent to more than one person in a single transmission. ()
- 38 – One of the disadvantages of using email is spam. ()
- 39 – Email is a direct communication tool ()
- 40 – Gmail is one of the email service providers ()
- 41 – To use one of the Gmail services, you must create a Google Account ()
- 42 – To log out of your Gmail account, click on the Sign in icon ()



- 43– A user name is a unique and distinctive name that is not reserved by anyone else ()
- 44– Software and application Service is defined as sharing and exchanging files locally ()
- 45– Services for storing, sharing and accessing files anytime, anywhere are called cloud storage ()
- 46– Cloud computing is defined as a database design model ()
- 47– An example of cloud–based word processing software is Google Docs ()
- 48– A cloud storage service is the storage of files and folders locally on your computer ()
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- 50– To access Google Meet you must have a bank account ()
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- 56– A spreadsheet is an essential element in building a database ()
- 57 –Databases are difficult to use on websites ()
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- 61– A database is a collection of unrelated data and information ()
- 62 –A primary key value can be repeated within the same table ()
- 63 We use Microsoft Access when we have a large amount of complex data ()

- 64– We specify the data type of the Student Name field Text' to perform a calculation on it ()
- 65– We use the 'Design View' table to type the names of the table fields and specify the data type ()
- 66– A primary key field to uniquely identify each record in the table ()
- 67– A new form named 'Enter Student Grades' can be created using the Forms Wizard ()
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- 70 –All data entered through the form does not appear in the table ()
- 71– There are multiple ways to create a form in the Access database ()
- 72– Data can be entered through the spreadsheet or through the form ()
- 73– The Query Design View window is divided into three parts ()
- 74– We use the Query Design View to display the query results ()
- 75– The Query Design window is divided into two parts, the lower part has the data source table ()
- 76– One or more fields can be hidden from the query result ()
- 77 –The query design window is divided into two parts, the top part is the query design grid ()
- 78– A query criterion is added in the Criteria row of the Query Design Grid area ()

Choose the correct answer:

1-Sensors are used for many tasks including.....

a- adjusting temperatures b- detecting smoke from fires c- all the previous

2- Examples of renewable energy include.....

a- Solar energy **b- coal** **c- natural gas**

3- When you use Egypt's digital platform, it is one of.....

a-Forms of hacking

b- Digital transformation tools

c- Forms of electronic infringement

4- You can use e-payment applications through the application of.....

a-Instapay **b- WhatsApp** **c- Google Mate**

5- Green technology and digital transformation tools work on....

a-Reducing damage to the environment

b- Increasing consumption of raw materials

c- Increasing pollution of environmental resources

6- Most modern cars and vehicles have operating systems to control various functions such as.....

a-Information and navigation systems **b- POS** **c- ATMs**

7-..... is an electronic device through which the customer can pay for the products they have purchased

a-POS terminals b-ATMs c- Industrial Control Systems

8- Removing unused software leads to.....

a- slowing down the device

b- saving on storage space

c- stopping the computer

9- Removing a program means that you are

a. Copy all the files of the program on your computer

b. Deleting all the files of the program on your computer

c. Paste all the files of the program on the computer

d. saving all the files of the software on your computer

10- When you download the software from the Internet, the software is in the form of

- a- digital footprint b – file c – images d – spreadsheets

11- Modern operating systems include a list of for many peripheral devices.

- a. Driver b. Viruses c. Malware

12- Email is one of thecommunication tools

- a- direct b- indirect c- manual

13- Email is.....

- a- Manual communication system
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- a. Excel b. Access c. Word d. Paint**

19. In a spreadsheet, each one record of data

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20- We specify the data type for the score fields of typeto perform a calculation on it

- a- Data b- Text c- Word d- Number**

21- In the database table we must specify for each The type of data it contains

- a – row b – column c – cell d – file**

22- To design a customized graphical interface to interact with the data stored in the database, we use

- a. Forms b. Queries c. Tables d. Reports**

23- To obtain data from the database according to specific conditions, we use

- a. Forms b. Queries c. Tables d. Reports**

24- Use the..... method when creating a query to have more control over the design details

- a- Query Wizard b- Form Design**
c- Report Design d- Query Design

- 1- Green technology tools contribute to increasing the emission rate (x)
- 2 -The idea of sensors in water taps is based on stopping the water automatically (x)
- 3- Electric cars are considered a form of green technology (√)
- 4- The concept of green buildings refers to organizations that are able to conserve resources. (√)
- 5- Reducing the waste produced by reusing and repairing products is called waste management. (√)
- 6- Green buildings lead to increased energy consumption (x)
- 7- Green technology does not help speed up the process of digital transformation. (x)
- 8- One of the applications of green technology and digital transformation is precision agriculture. (√)
- 9 -Using Egypt's digital platform is one of the irresponsible uses of the internet. (x)
- 10- Examples of green technology applications and digital transformation include smart cities. (√)
- 11- Green technology and digital transformation tools minimize the impact on the surrounding environment. (√)
- 12- From one of the E-MAIL e-payment applications. (x)
- 13- The physical components of a computer are managed by a word processing program (x)
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- 15- The physical components of the PC are managed through a word processing program (x)
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- 17- Servers use the Linux operating system. (√)
- 18- Anti-virus software is responsible for managing the hardware and (x)



- 19 –A point of sale terminal is an electronic device through which a customer can pay for the products he/she has purchased. (✓)
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- 21 –Removing unused software causes your computer to slow down. (✗)
- 22 –Removing unused software increases disk space. (✓)
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- 42– To log out of your Gmail account, click on the Sign in icon (✗)



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- 45- Services for storing, sharing and accessing files anytime, anywhere are called cloud storage (✓)
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- 53- To express your opinion in an organized way during a Google Meet meeting, you can press the hand icon (✓)
- 54- Google Meet is one of the ways to communicate directly (✓)
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- 58- Databases are used to save students data in school (✓)
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- 61- A database is a collection of unrelated data and information (✗)
- 62- A primary key value can be repeated within the same table (✗)



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64– We specify the data type of the Student Name field Text' to perform a calculation on it (✗)

65– We use the 'Design View' table to type the names of the table fields and specify the data type (✓)

66– A primary key field to uniquely identify each record in the table (✓)

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68– A form is a graphical interface designed to interact with the data stored in the database (✓)

69– We use the form to enter, modify or delete table data in an organised and convenient way (✓)

70 –All data entered through the form does not appear in the table (✗)

71– There are multiple ways to create a form in the Access database (✓)

72– Data can be entered through the spreadsheet or through the form (✓)

73– The Query Design View window is divided into three parts (✗)

74– We use the Query Design View to display the query results (✓)

75– The Query Design window is divided into two parts, the lower part has the data source table (✗)

76– One or more fields can be hidden from the query result (✓)

77 –The query design window is divided into two parts, the top part is the query design grid (✗)

78– A query criterion is added in the Criteria row of the Query Design Grid area (✓)

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- a– digital footprint b – file c – images d – spreadsheets

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- d– viruses system

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حمل الآن

مجاناً وحصرياً

المراجعة رقم (5)

الترم الاول



Final Exercises

Put (✓) or (✗):

- 1 -Green technology tools contribute to increasing the rate of environmental pollution as a result of their use in all fields.()
- 2 -The idea of sensors in water taps depends only on stopping the water automatically.()
- 3 .Electric cars are considered one of the forms of green technology.()
- 4 .The green buildings is given to institutions that can rationalize the consumption of their resources.()
5. Reducing waste that can be produced from recycling and repairing the products is called recycling management.()
6. Green buildings lead to increasing energy consumption.
7. Green technology does not help to speed up the process of digital transformation. ()
8. Precision irrigation is from the green technology and digital transformation applications. ()
9. While using digital Egypt platform, this is considered as an irresponsible usage of the internet websites. ()
10. Smart cities are from the green technology and digital transformation applications. ()
11. Green technology and digital transformation work on reducing the harm on the surrounding environment. ()
12. E-mail is one of the electronic payment method applications .()
13. Hardware components of computer can be managed via word processor application. ()
14. Smart TVs work on android tv and Tizen operating systems .()
15. Antiviruses applications considered to be responsible for managing the hardware. components and run all the other software. ()
16. Servers are using operating systems such as Linux. ()
17. Device security and protection are inherent features of the operating system.()

\

18. Desktop computers utilize operating systems like Microsoft Windows.()
- 19 .Smart TVs operate on platforms like Android TV and Tizen.()
20. Utilizing wearable devices like smartwatches and fitness trackers does not necessitate an operating system.()
21. Point of sales (POS) terminals are an electronic device that customer can pay for the products he bought.
22. Wearable devices such as smart watches don't need operating system . ()
23. When operating system detects a new accessible device, it installs the suitable device driver. ()
24. Operating systems support a lot of accessible devices such as printer and digital web camera. ()
25. Operating system helps in uninstall program .()
26. Uninstalling program is allowed via control panel. ()
27. Many programs come with their own removal or uninstallation command. ()
28. Uninstalling unused programs lead to slow down the computer. ()
29. Removing unused programs lead to free up the storage space on the hard disk drive.()
30. Modern operating systems don't include a list of drivers for most of an accessible device .()
31. The driver is a file or files that operating system installs it to use the new accessible device with its all features. ()
32. Plug and play property mean that operating system is shutting down the computer. ()
33. Operating system helps to uninstall applications. ()
34. While you are preparing and getting ready to implement your project on your computer, you must make sure that the required programs are on the device.()
35. To uninstall the program, use the Control Panel.()
36. Spam messages are from the disadvantages of using e-mail. ()
37. E-mail is considered from a direct communication tool. ()
38. Gmail is from the e-mail service providers.()

39. To get one of gmail services, you must create a google account .()
40. To logout from gmail account, press on sign in icon. ()
41. Username is a unique name, special name, and not taken by others. ()
42. YouTube is from the e-mail service providers. ()
43. E-mail is considered as a manual communication. ()
44. Exchanging messages and attachments are from the important usage for e-mail. ()
45. Sending e-mail to one or more in one message isn't allowed. ()
46. Software and application services via internet is known as sharing and exchanging files locally. ()
47. Storing, sharing, and accessing files services anytime anywhere is called a cloud computing. ()
48. When you get invited to attend a google meet meeting, an invitation link must be sent to you. ()
49. Through google docs you can make a video conference calls, chatting, and sharing your screen. ()
50. Google meet is considered a way of a direct communication. ()
51. Cloud computing is known as a model to design databases. ()
52. Google docs is an example of word processing cloud computing programs.()
53. Sharing electronic resources services via cloud computing is known as sharing and exchanging files with others via the internet. ()
54. A database is an organized collection of data relating to a particular subject ()
55. A data table is a basic element in database construction. ()
56. Databases are used to store student data in school.()
57. The spreadsheet (data table) is the only source of data within a database. ()
58. We use databases to track inventory in stores. ()
59. The primary key value can be repeated within the same table. ()
- 60 -We use MS-Access when we have a large amount of complex data. ()

- 61.** We specify the type of the student's name field statement as "Text" to perform mathematical operations on it. ()
- 62** -We use the table's "Design View" to write the table field names and specify the statement type. ()
- 63-** A primary key field is used to unique identify each record in a table. ()
- 64.** A new form called "Enter Student Grades" can be created using the "Form Wizard". ()
- 65** -A form is a graphical interface designed to interact with data stored inside the database. ()
- 66.** We use the form to enter, modify or delete information in an organized and convenient way. ()
- 67** -All data entered through the form does not appear in the table. ()
- 68** .There are several ways to create a form in an "Access" software. ()
- 69-** Data can be entered through a spreadsheet or through a form.()
- 70** -We use the "Query Design" view to display the query results. ()
- 71** -The "Query Design" window is divided into two parts, the lower part contains the data source table.()
- 72** -One or more fields can be hidden from the query result. ()
- 73** -The "Query Design" window is divided into two parts; the upper part is the query design grid.()
- 74-** Query criteria are added in the criteria row of the "Query Design" grid area. ()
- 75** .In a data table, each row represents more than one record of data .()
- 76** .We specify the type of the data of the degrees fields as "Number" to perform a calculation on it() .
- 77.** In the database table, we must specify for each column the type of data it contains ().
- 78** .The primary key field is used to uniquely identify each record in the table.()
- 79.** The symble's @ separates the user name from the domain name.()
- 80-** To obtain any digital services or products, you must have an email address.()

Choose the correct answer

1 -Sensors are used for many tasks, include.....

- A-** Regulate temperature. **B-** Turn on the light in different ways
C- Detect smoke and fire **D-** All of the previous

2is from the example of the renewable energy

- A-** Solar energy system **B-** Coal **C-** Petroleum **D-** Natural gas

3 -You can use an electronic payment method application through.....

- A-** INSTAPAY **B-** Google meet **C-** WhatsApp **D-** E-mail

4 -Green technology and digital transformation work on.....

- A-** Increasing the pollution of environment resources
B- Reducing the harm of surrounding environment
C- Increasing the rate of the raw material usage
D- Increasing the cost of digital services

5 -When using the Egypt Digital Portal, it is regarded as one of the.....

- a.** piracy forms **b.** digital transformation tools
c. irresponsible website usage. **d.** electronic assault forms

6-is a common characteristic shared by green technology and digital transformation.

- a.** Challenges in digital communication between citizens and government services offered by relevant ministries.
b. Slow processes for acquiring digital services.
c. Access digital services rapidly and securely.
d. Vulnerability of data to hacking on the Internet.

7 -Green technology and digital transformation tools work on.....

- a.** increasing environmental resource pollution.
b. minimizing harm to the surrounding environment.
c. increasing the rate of raw materials consumption.
d. raising the costs of digital services.

0

- 8** -Modern cars contain an operating system to control different functions such as...
- A-** Information and navigation systems **B-** Point on sales
C- Automatic transaction machines (ATMs) **D-** Printers
- 9**is an electronic device that allows the customer to pay for his products he bought
- A-** Point on sales (POS) terminals **B-** Automatic transaction machines (ATMs)
C- Industrial control systems (ICSs) **D-** Smart watch
- 10.** Thesoftware is responsible for managing the hardware components and running all other software.
- A-**Antivirus **B-**Operating Systems **C-**Word Processing **D-** Painter
- 12-** Servers use operating systems like.....
- A-**Android **B-** Tizen **C-**Linux **D-**macOS
- 13-** Operating systems like Android TV, Tizen, webOS, etc. are used with Devices
- A-**television **B-**server **C-**print **D-** networking
- 14**are a collection of organized and related data and information.
- a.** Databases **b.** Records
c. Documents and images **d.** Numbers
- 15-** Operating systems like Android TV, Tizen, webOS are used with Devices.....
- A-** television **B-**server **C-** print **D-** networking
- 16.** All of the following are advantages of using databases except.....
- a.** efficiency **b.** accuracy
c. organization **d.** difficulty in accessing data
- 17.** When you download software from the Internet, the software is in the form of a/an..... which is used to install the software.
- A-** digital fingerprint **B-**file **C-**image **D-** worksheet
- 18.** Removing a program means that you are.....
- A-** Copying all the program files to the computer.

B- Deleting all the program files from the computer.

C- Pasting all the program files to the computer.

D- Saving all the program files from the computer.

19. Many programs come with a command.....

A- Copy their installation

B- Uninstall their installation

C- Paste their installation

D- Compress their installation

20. Removing unused programs leads to.....

A- Slowing down the computer

B- Saving storage space

C- Difficulty in using the device

D- Stopping the computer

21. When the operating system automatically detects a new peripheral device, it....

A- deletes the driver for the peripheral device

B- install the appropriate driver for the peripheral device

C- shut down the computer

D- restart the computer

22. To install a new peripheral device, it is required to provide.....

A- Information and data

B- Drivers

C- Folder

D- Images

23. Modern operating systems include a list of for many accessory devices.

A- Malware

B- Viruses

C- Songs

D- Drivers

24. The Plug and Play feature is.....

A- The operating system deletes the correct and appropriate driver for the new peripheral device

B- The operating system installs the correct and appropriate driver for the new peripheral device

C- The operating system copies the correct and appropriate driver for the new peripheral device

D- The operating system shuts down the computer

25- is an electronic device through which the customer can pay for the products he has purchased.

A- POS Terminals

B- ATMs

52 -To express your opinion in an organized manner during a Google Meet meeting, you can.....

- A**-Speak at any time **B**- Leave before the meeting ends.
C- Send a message **D**-Stop sharing the presentation

53 -In data table each..... is referred to a one record of data

- A**- Row **B**- Column **C**- Cell **D**- File

54 -To obtain data from a database according to specific conditions we use.....

- A**- Forms **B**- Queries **C**- Tables **D**- Data sources

55 -Use the..... method when creating the query to have more control over the design details

- A**- Query wizard **B**- Form design
C- Report design **D**- Query design

56 -To design a custom graphical interface to interact with data stored in the database we use.....

- A**- Forms **B**- Queries **C**- Tables **D**- Reports

57 -To quickly create a model from the "Student Grades" table in a database, choose create, then.....

- A**- Design **B**- Form **C**- Blank **D**- Query

58. The..... program that must be used if you have large amount of complex data

- A**- Excel **B**- Access **C**- Word **D**- Paint

59 You can use databases in..... such as analyzing big data and extracting knowledge.

- a.** data analysis **b.** data breach **c.** data theft **d.** data encryption

60. To hide fields from the query result, from the "View" menu, choose.....

- a.** Design View **b.** Layout View **c.** Datasheet View **d.** Setup

61 When the mark is removed, it means hiding the field in the query result.

- a.** & **b.** # **c.** x **d.** ✓

B- password only

D- your friend 'name

44. Google Meet is.....

A- Audio-only service

B- Voice-only service

C- Storage service

D- Video conferencing service

45 -Through..... you can make calls, group video, share screens, and chat.

A- "Google Account"

B- "Google Docs"

C- "Google Meet"

D- "Google Drive"

46 -The "Google Meet" application is considered one of the ways ofcommunication.

A- Indirect

B-Direct

C-Slow

D- Difficult

47 -One of "Google Meet" Features is.....

A- Sharing screens

B- Talking at any time

C-Indirect communication

D- Slow communication for audio and video

48 -To express your opinion in an organized manner during a "Google Meet" meeting, you can click on.....

A- Meeting link

B- Hand icon

C-Talk at any time

D- Exit before the end of the meeting.

49 -One of general rules that must be followed during the meeting is.....

A-Talking at any time

B- Listening, hearing and turning off the microphone

C-Giving the meeting link to anyone

D-Leaving before the end of the meeting.

50 -To invite others to a Google Meet meeting, you must send them.....

A- Meeting address

B- Meeting link

C-Meeting image

D- Your home address

51 -To create a meeting next week through Google Meet, you choose create

A- Start an instant meeting

B- Meeting for a later time

C- Stop sharing the presentation.

D- Sharing screens

B- Enabling the use of software and applications without the Internet.

C- Sharing and exchanging files locally

D- Email service

36. The service of sharing electronic resources via computing is known as.....

A- Computer storage

D- Email sharing

B- Sharing files and folders locally on the computer.

C- Sharing and exchanging files with others over the Internet.

37 -Communication is one of the areas of using cloud computing in daily life, and is done through.....

A- Email

B- Software and applications.

C- Computer storage

D- Google Sheets

38 -Services for storing, sharing and accessing files at any time and from anywhere are called.....

A- Email

B- Software and applications.

C- Computing storage

D- Google Sheets

39 -We use cloud word processing programs such as.....

A- Google Docs

B- Google Sheets

C- Google Classroom

D- Google Cloud Platform

40 -We use cloud spreadsheets such as.....

A- Google Docs

B- Google Sheets

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41 -We use cloud collaboration tools such as.....

A- Google Docs

B- Google Sheets

C- Google Classroom

D- Google Cloud Platform

42 -The most famous cloud computing service providers are.....

A- Google Docs

B- Google Sheets

C- Google Classroom

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43. Google account consists of.....

A- user name and a password

C. user name only

C- Industrial control systems

D- Smartwatch

26. Email is a.....

A- manual communication system

C- direct communication system

B-digital / indirect communication system

D-virus system

27. Through email, you can.....

A- delete files

B- use cloud computing applications

C-install programs

D-print files.

28. One of the advantages of using email is.....

A- speed in sending and receiving messages very quickly.

B-spam

C-fraud

D- viruses

29. One of the disadvantages of using email is.....

A- Speed

B-Cost

C- Ease

D-Hacking

30. From email service providers.....

A-Gmail

B-Paint

C- Google Docs

D- YouTube

31. To get one of the Gmail services, you must create.....

A- Text file

B- "Google Account"

C-Presentation file

D- "Google Meet"

32. To log out of your Gmail account, click on the icon.

A-Sign in

B- Sign out

C- Shutdown

D-Close

33 -Cloud computing is known as a model for providing.....

A-Presentations

B- Digital services over the Internet.

C- Google Docs

D- Google Classroom

34 -The computer storage service is.....

A- Storing files and folders locally on the computer.

D- Google Classroom

B- Storing files and folders over the Internet.

C- Sharing and exchanging files

35 -The software and application service over the Internet is known as.....

A- Enabling the use of software and applications over the Internet.

^

Correct the underlined word:

1. You must have a Yahoo account in order to use the Google Meet service(.....)
- 2 -We can use cloud spreadsheets like Google Docs.(.....)
- 3 -Android is from email service providers.(.....)
- 4 -The file you downloaded may be compressed; therefore, to work with it, you must first remove it.
5. The lighting panels are used to generate electricity.(.....)
6. Android is the main operating system used in most desktop computers.(.....)
7. Storage space can be saved by removing unnecessary hardware.(.....)
8. One method of direct communication is email.(.....)

Complete the following:

1. To log out of your Gmail account, click on the..... icon
2. is one of the renewable energy sources.
3.is a digital communication system used to send and receive messages between users over the Internet.
4. a collection of data and information organized and linked to each other it is used to store and retrieve information easily and efficiently.
- 5..... is responsible for managing the hardware components, running all software and helping the user accomplish their various tasks on the computer easily and smoothly.
- 6..... is a graphical interface designed to interact with data stored in the database.



62. The upper part of the "Design View" window contains the.....

- a. query design grid
- b. data source table
- c. query setup
- d. data result

63. The lower part in the "Design View" window is called.....

- a. query design grid
- b. data source table
- c. query setup
- d. data result

64. To execute the query in the Design tab, click on..... the icon.

- a. View
- b. Delete
- c. Select
- d. Run

65. Forms allow users to.....

- a. enter data
- b. modify data
- c. delete data
- d. all of them

66. The Layout view in MS Access Form displays.....

- a. all records at once
- b. each record individually
- c. the first record only
- d. the last record only

67. . To add a field to the query design grid, you.....

- a. right-click and select "Add Field"
- b. drag and drop the field name
- c. click "New Field"
- d. type the field name manually

68. To hide a field from the query result, you.....

- a. check the box in the Show row
- b. uncheck the box in the Show row
- c. delete the field
- d. move the field to another table

69. The Primary Key in a database table is used to.....

- a. sort data alphabetically
- b. identify each record uniquely
- c. store images
- d. generate reports

70. The "ID" field in the "Students Grades" table is chosen as the Primary Key because.....

- a. it is the first field
- b. it stores the student's grade
- c. it uniquely identifies each student
- d. it is a text field

Final Exercises

Put (✓) or (✗):

- 1 -Green technology tools contribute to increasing the rate of environmental pollution as a result of their use in all fields . ✗
- 2 -The idea of sensors in water taps depends only on stopping the water automatically. ✗
- 3 .Electric cars are considered one of the forms of green technology.() ✓
- 4 .The green buildings is given to institutions that can rationalize the consumption of their resources.() ✓
5. Reducing waste that can be produced from recycling and repairing the products is called recycling management.() ✓
6. Green buildings lead to increasing energy consumption. ✗
7. Green technology does not help to speed up the process of digital transformation. () ✗
8. Precision irrigation is from the green technology and digital transformation applications. (✓)
9. While using digital Egypt platform, this is considered as an irresponsible usage of the internet websites. () ✗
10. Smart cities are from the green technology and digital transformation applications. (✓)
11. Green technology and digital transformation work on reducing the harm on the surrounding environment. (✓)
12. E-mail is one of the electronic payment method applications .() ✗
13. Hardware components of computer can be managed via word processor application. () ✗
14. Smart TVs work on android tv and Tizen operating systems .(✓)
15. Antiviruses applications considered to be responsible for managing the hardware. components and run all the other software. () ✗

16. Servers are using operating systems such as Linux. (✓)
17. Device security and protection are inherent features of the operating system. ✓
18. Desktop computers utilize operating systems like Microsoft Windows.(✓)
- 19 .Smart TVs operate on platforms like Android TV and Tizen.(✓)
20. Utilizing wearable devices like smartwatches and fitness trackers does not necessitate an operating system.() ✗
21. Point of sales (POS) terminals are an electronic device that customer can pay for the products he bought. ✓
22. Wearable devices such as smart watches don't need operating system . () ✗
23. When operating system detects a new accessible device, it installs the suitable device driver. (✓)
24. Operating systems support a lot of accessible devices such as printer and digital web camera. (✓)
25. Operating system helps in uninstall program .(✓)
26. Uninstalling program is allowed via control panel. (✓)
27. Many programs come with their own removal or uninstallation command. (✓)
28. Uninstalling unused programs lead to slow down the computer. () ✗
29. Removing unused programs lead to free up the storage space on the hard disk drive.(✓)
30. Modern operating systems don't include a list of drivers for most of an accessible device .() ✗
31. The driver is a file or files that operating system installs it to use the new accessible device with its all features. (✓)
32. Plug and play property mean that operating system is shutting down the computer. () ✗
33. Operating system helps to uninstall applications. (✓)
34. While you are preparing and getting ready to implement your project on your computer, you must make sure that the required programs are on the device (✓)

35. To uninstall the program, use the Control Panel.(✓)
36. Spam messages are from the disadvantages of using e-mail. (✓)
37. E-mail is considered from a direct communication tool. () ✗
38. Gmail is from the e-mail service providers.(✓)
39. To get one of gmail services, you must create a google account .(✓)
40. To logout from gmail account, press on sign in icon. () ✗
41. Username is a unique name, special name, and not taken by others. (✓)
42. YouTube is from the e-mail service providers. () ✗
43. E-mail is considered as a manual communication. () ✗
44. Exchanging messages and attachments are from the important usage for e-mail. (✓)
45. Sending e-mail to one or more in one message isn't allowed. () ✗
46. Software and application services via internet is known as sharing and exchanging files locally. () ✗
47. Storing, sharing, and accessing files services anytime anywhere is called a cloud computing. (✓)
48. When you get invited to attend a google meet meeting, an invitation link must be sent to you. (✓)
49. Through google docs you can make a video conference calls, chatting, and sharing your screen. () ✗
50. Google meet is considered a way of a direct communication. (✓)
51. Cloud computing is known as a model to design databases. () ✗
52. Google docs is an example of word processing cloud computing programs.(✓)
53. Sharing electronic resources services via cloud computing is known as sharing and exchanging files with others via the internet. (✓)
54. A database is an organized collection of data relating to a particular subject (✓)
55. A data table is a basic element in database construction. (✓)

16 All of the following are advantages of using databases except.....

- a. efficiency
- b. accuracy
- c. organization
- d. difficulty in accessing data

17. When you download software from the Internet, the software is in the form of a/an..... which is used to install the software.

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18. Removing a program means that you are.....

- A- Copying all the program files to the computer.
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21. When the operating system automatically detects a new peripheral device, it....

- A- deletes the driver for the peripheral device
- B- install the appropriate driver for the peripheral device
- C- shut down the computer
- D- restart the computer

22. To install a new peripheral device, it is required to provide.....

- A- Information and data
- B- Drivers
- C- Folder
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23. Modern operating systems include a list of for many accessory devices.

- A- Malware
- B- Viruses
- C- Songs
- D- Drivers

24. The Plug and Play feature is.....

- A- The operating system deletes the correct and appropriate driver for the new peripheral device

Y

c. Access digital services rapidly and securely.

d. Vulnerability of data to hacking on the Internet.

7 -Green technology and digital transformation tools work on.....

a. increasing environmental resource pollution.

b. minimizing harm to the surrounding environment.

c. increasing the rate of raw materials consumption.

d. raising the costs of digital services.

8 -Modern cars contain an operating system to control different functions such as...

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B- Tizen

C-Linux

D-macOS

13- Operating systems like Android TV, Tizen, webOS, etc. are used with Devices

A-television

B-server

C-print

D- networking

14-devices are network equipment that require an operating system to operate.

A- Television

B-Printing

C- Smartwatches

D-Routers

15are a collection of organized and related data and information.

a. Databases

b. Records

c. Documents and images

d. Numbers

76 .We specify the type of the data of the degrees fields as "Number" to perform a calculation on it . ✓

77. In the database table, we must specify for each column the type of data it contains (✓).

78 .The primary key field is used to uniquely identify each record in the table.(✓)

79. The symble's @ separates the user name from the domain name.(✓)

80- To obtain any digital services or products, you must have an email address.(✓)

Choose the correct answer

1 -Sensors are used for many tasks, include.....

A- Regulate temperature.

B- Turn on the light in different ways

C- Detect smoke and fire

D- All of the previous

2is from the example of the renewable energy

A- Solar energy system

B- Coal

C- Petroleum

D- Natural gas

3 -You can use an electronic payment method application through.....

A- INSTAPAY

B- Google meet

C- WhatsApp

D- E-mail

4 -Green technology and digital transformation work on.....

A- Increasing the pollution of environment resources

B- Reducing the harm of surrounding environment

C- Increasing the rate of the raw material usage

D- Increasing the cost of digital services

5 -When using the Egypt Digital Portal, it is regarded as one of the.....

a. piracy forms

b. digital transformation tools

c. irresponsible website usage.

d. electronic assault forms

6-is a common characteristic shared by green technology and digital transformation.

a. Challenges in digital communication between citizens and government services offered by relevant ministries.

b. Slow processes for acquiring digital services.

56. Databases are used to store student data in school.(✓)
57. The spreadsheet (data table) is the only source of data within a database. (✓)
58. We use databases to track inventory in stores. (✓)
59. The primary key value can be repeated within the same table. (✗)
- 60 -We use MS-Access when we have a large amount of complex data. (✓)
61. We specify the type of the student's name field statement as "Text" to perform mathematical operations on it. (✗)
- 62 -We use the table's "Design View" to write the table field names and specify the statement type. (✓)
- 63- A primary key field is used to unique identify each record in a table. (✓)
64. A new form called "Enter Student Grades" can be created using the "Form Wizard". (✓)
- 65 -A form is a graphical interface designed to interact with data stored inside the database. (✓)
66. We use the form to enter, modify or delete information in an organized and convenient way. (✓)
- 67 -All data entered through the form does not appear in the table. (✗)
- 68 .There are several ways to create a form in an "Access" software. (✓)
- 69- Data can be entered through a spreadsheet or through a form.(✓)
- 70 -We use the "Query Design" view to display the query results. (✓)
- 71 -The "Query Design" window is divided into two parts, the lower part contains the data source table.(✗)
- 72 -One or more fields can be hidden from the query result. (✓)
- 73 -The "Query Design" window is divided into two parts; the upper part is the query design grid.(✗)
- 74- Query criteria are added in the criteria row of the "Query Design grid area. ✓
- 75 .In a data table, each row represents more than one record of data .(✗)

A- Meeting address

B- Meeting link

C- Meeting image

D- Your home address

51 -To create a meeting next week through Google Meet, you choose create

A- Start an instant meeting

B- Meeting for a later time

C- Stop sharing the presentation.

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A-Google Docs

B- Google Sheets

C- Google Classroom

D- Google Cloud Platform

42 -The most famous cloud computing service providers are.....

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C- Sharing and exchanging files

35 -The software and application service over the Internet is known as.....

A- Enabling the use of software and applications over the Internet.

B- Enabling the use of software and applications without the Internet.

C-Sharing and exchanging files locally

D- Email service

36.The service of sharing electronic resources via computing is known as.....

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A

60. To hide fields from the query result, from the "View" menu, choose.....

- a. Design View b. Layout View c. Datasheet View d. Setup

61. When the mark is removed, it means hiding the field in the query result.

- a. & b. # c. x d. ✓

62. The upper part of the "Design View" window contains the.....

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64. To execute the query in the Design tab, click on..... the icon.

- a. View b. Delete c. Select d. Run

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68. To hide a field from the query result, you.....

- a. check the box in the Show row b. uncheck the box in the Show row
c. delete the field d. move the field to another table

69. The Primary Key in a database table is used to.....

- a. sort data alphabetically b. identify each record uniquely
c. store images d. generate reports

70. The "ID" field in the "Students Grades" table is chosen as the Primary Key because.....

- a. it is the first field
- b. it stores the student's grade
- c. it uniquely identifies each student
- d. it is a text field

Correct the underlined word:

1. You must have a Yahoo account in order to use the Google Meet service(google)
- 2 -We can use cloud spreadsheets like Google Docs. (sheets)
- 3 -Android is from email service providers . (Gamil)
- 4 -The file you downloaded may be compressed; therefore, to work with it, you must first remove it. (unzip / extract)
5. The lighting panels are used to generate electricity. (solar)
6. Android is the main operating system used in most desktop computers. (Microsoft Windows)
7. Storage space can be saved by removing unnecessary hardware. (software)
8. One method of direct communication is email. (indirect)

Complete the following:

1. To log out of your Gmail account, click on the..... profile..... icon
2. Wind power..... is one of the renewable energy sources.
3.Email.....is a digital communication system used to send and receive messages between users over the Internet.
4.Database..... a collection of data and information organized and linked to each other it is used to store and retrieve information easily and efficiently.
- 5.....Operating System..... is responsible for managing the hardware components, running all software and helping the user accomplish their various tasks on the computer easily and smoothly.
- 6.....Form..... is a graphical interface designed to interact with data stored in the database.

كيفية طباعة صفحات معينة من ملف معين مثلا ازاي نطبع الصفحات من صفحة 4 الى صفحة 9

